



PROVISIONAL ISSUE.

THE REVISED  
FAMINE CODE,

AJMER-MERWARA.

---

1905.

---



AJMER:  
SCOTTISH MISSION INDUSTRIES CO., LTD.

---

1905.



# Famine Code, Ajmer-Merwara.

## TABLE OF CONTENTS.

SUBJECT.	PAGE.	PARAGRAPH.
<b>THE CODE.</b>		
<b>CHAPTER I.—STANDING PREPARATIONS—</b>		
SECTION 1.— <i>System of intelligence</i> ... ..	1	1
„ 2.— <i>Programmes and estimates</i> ... ..	3	9
„ 3.— <i>Special rules for railways</i> ... ..	6	25
„ 4.— <i>Reserves of establishment...</i> ... ..	7	26
„ 5.— <i>Reserves of tools and plant</i> ... ..	8	31
<b>CHAPTER II.—PRELIMINARY MEASURES OF ENQUIRY AND PREPARATION WHEN THE RAINS FAIL</b> ... ..	8	33
<b>CHAPTER III.—PERIOD OF OBSERVATION AND TEST</b> ...	9	44
<b>CHAPTER IV.—DECLARATION OF DISTRESS AND COM- MENCEMENT OF RELIEF</b> ... ..	12	56
<b>CHAPTER V.—POWERS AND DUTIES OF SUPERVISING OFFICERS</b> . ... ..	12	62
<b>CHAPTER VI.—RELIEF WORKS...</b> ... ..	16	76
ALL WORKS ... ..	17	77
<b>PUBLIC WORKS—</b>		
SECTION 1.— <i>Organization</i> ... ..	18	82
„ 2.— <i>Admission and classification of workers</i>	21	92
„ 3.— <i>Charges and gangs</i> ... ..	22	94
„ 4.— <i>Tasks</i> ... ..	22	99
„ 5.— <i>Payment and measurement</i> ... ..	23	104
„ 6.— <i>Dependants on works</i> ... ..	24	108
VILLAGE WORKS ... ..	25	113
DRAFTING ... ..	25	117
<b>CHAPTER VII.—WAGES AND ALLOWANCES</b> ..	26	119
<b>CHAPTER VIII.—GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS</b> ..	29	128
<b>CHAPTER IX.—POOR-HOUSES</b> ... ..	32	130
<b>CHAPTER X.—RAINS POLICY AND CLOSURE OF RELIEF</b> ...	33	148
<b>CHAPTER XI.—ORPHANS</b> ... ..	34	153
<b>CHAPTER XII.—SPECIAL RELIEF TO ARTIZANS</b> ...	36	163
<b>CHAPTER XIII.—MISCELLANEOUS</b> ... ..	37	167
<b>CHAPTER XIV.—GRAZING ON PAYMENT IN YEARS OF SCARCITY...</b> ... ..	40	181
<b>CHAPTER XV.—DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY...</b> ... ..	42	182
<b>CHAPTER XVI.—CHARITABLE RELIEF FUND</b> ..	45	197



SUBJECT.	PAGE.	PARAGRAPH.
CHAPTER XVII.—ACCOUNTS ... ..	46	198
CIVIL—		
SECTION 1.— <i>Provision of funds</i> ... ..	46	198
„ 2.— <i>Permanent advances</i> ... ..	47	207
SECTION 3.— <i>Method of drawing and accounting for</i> <i>famine contingent charges</i> ... ..	48	211
„ 4.— <i>Advances and loans</i> ... ..	50	221
DEPARTMENTAL... ..	51	222
GENERAL.—		
SECTION 1.— <i>Classification of expenditure</i> ... ..	51	223
„ 2.— <i>Entertainment and payment of estab-</i> <i>lishment</i> ... ..	52	225
„ 3.— <i>Audit</i> ... ..	53	228
APPENDICES ... ..	55	...

# The Revised Famine Code, Ajmer-Merwara.

## CHAPTER I.

### STANDING PREPARATIONS.

### STANDING PREPARATIONS.

#### SECTION 1.—*System of Intelligence.*

1. Agricultural statistics, in their relation to famine, have two General. objects, the one remedial, the other preventive. They give timely warning of climatic dangers, prevent surprise, and provide information for a plan of campaign. They also draw attention in ordinary times to weak points in the condition of a district, thereby preparing the way for timely relief or for improvements which will fortify the people against times of pressure.

#### Civil Officers. Ordinary Duties.

2. Every Patwari is required under standing orders to report to the *Girdawar* the condition of the crops of the circle and that of the cattle. He reports also any emigration noticed, and must immediately report the occurrence of any calamity, such as hail, locusts, fire, the breaching of any tank, or the outbreak of epidemic disease among men or cattle. Duties of Patwaris.

He prepares also the prescribed crop statements for the Rabi and Kharif harvests, the work of checking which must be completed by the *Girdawar* by March 1st and November 1st yearly.

3. Each *Girdawar* is responsible for the early or immediate transmission of the Patwari's regular or special reports to the Tahsildar, through the head *Girdawar*. Duties of Girdawars.

As regards the Istimrari estates like information is furnished to the Ajmer Assistant Commissioner by the Sub-Divisional Magistrate at Kekri. In the case of estates under the Court of Wards' management the Manager furnishes this information.

4. Each Tahsildar shall immediately report to the Assistant Commissioner the occurrence of all calamities affecting the crops, as also the outbreak of any sickness, epidemic, or mortality among men or cattle. Duties of Tahsildars

He shall also submit to the Assistant Commissioner every Monday a report for the preceding week under the following heads:—

- (1) Rainfall.
- (2) (a) Progress of Agricultural operations.  
(b) General state of standing crops.  
(c) Prospects and probable outturn of harvest.
- (3) Damage (serious damage done to crops by insects, blight, hailstorms, drought, floods, or other natural calamities):

STANDING  
PREPARATIONS.

## (Chapter I.—Section 1.—Paragraphs 5 to 8.)

- (4) (a) Condition of agricultural stock.
- (b) Pasturage or fodder, and supply of water for cattle.
- (5) Prices of Food-grains.
- (6) Condition of opium and crops of commercial importance.
- (7) Emigration to, or immigration from, neighbouring States.
- (8) Infectious diseases.

The Sub-Divisional Magistrate at Kekri compiles this report for the Kekri Sub-Division, obtaining information regarding the estates that comprise the Circle direct from the Istimrardar of the estate.

The General Manager, Court of Wards, supplies this information in regard to the estates under management.

In addition to this report the Tahsildar submits the prescribed weekly and fortnightly returns of prices current.

Duties of Revenue  
Extra Assistant  
Commissioner.

5. The Revenue Extra Assistant Commissioner compiles from the Rainfall Returns, which he receives from the various police stations, a weekly general statement, which he submits direct to the Commissioner. He sends a copy of this statement to each Assistant Commissioner.

Duties of Assistant  
Commissioner.

6. The Assistant Commissioner of the district is required,—

- (a) to keep himself at all times informed of the agricultural condition of every part of his district, particularly of any tract which appears to have deteriorated, and to enforce the observance of all rules laid down by the Local Government for the collection of agricultural statistics and information ;
- (b) to make periodical reports to the Commissioner in regard to the state of the district ;
- (c) to submit to the Commissioner every Tuesday a report for the preceding week, under the heads cited in section 4.

Duties of  
Commissioner.

7. The Commissioner makes the usual weekly telegraphic season report to head-quarters, in form A-I., and is responsible for the early communication to the Chief Commissioner of all matters of importance regarding agricultural prospects and conditions.

Schedule of  
"Normal Prices."

8. A *Schedule of "normal prices"* should be drawn up by the Commissioner separately for Ajmer and Merwara, and should show only the prices of the staple food-grains of the district at one or two of the principal markets. It should be based on the actual retail rates of previous years, omitting years of abnormal scarcity or plenty, the object being to show the price at which a labourer might expect in a normal year to be able to purchase the grain that forms his staple food. The Schedule can only be approximate, and the rates should therefore be stated in even seers per rupee. As prices vary according to the season of the year, the Schedule should state the normal prices for each quarter

of the year ; and seeing that prices fluctuate so much from year to year, it should be revised quinquennially. It should also show in even seers per rupee (a) warning rates, and (b) scarcity rates : warning prices being about 20 per cent. above normal, and scarcity prices about 40 per cent. above normal. The warning rate will indicate when special watchfulness should be exercised : and when prices reach the scarcity rate the Assistant Commissioner should submit an explanation of the rise, with a brief report on the condition of the people and the state of his district. The explanations should, when prospects seem serious, be briefly incorporated in the weather and crop reports submitted to Government.

The object being to call attention to a rise of prices so serious as to make it difficult for the poorer classes of the people to purchase the usual quantity of their ordinary daily food, there need not be too great elaboration in such matters as number of markets, number of staples, statement of prices in *chhatacks*, or smallness of percentage of rise calling for special report.

## SECTION 2.—*Programmes and Estimates.*

9. In order adequately to control relief, it is necessary that complete programmes of relief works be maintained ; that all works entered in the programmes be located in advance ; and that complete plans and estimates of the probable cost of each work and of the amount of labour which it will employ be ready in advance.

**General.**

10. Programmes shall be maintained for all classes of relief works, viz:—

### Classes of works.

<p><b>Class I.—Public works</b> (<i>i.e.</i>, managed by the Public Works Department).</p> <p style="text-align: center;">”                                 ”</p> <p><b>Class II.—Village works</b> (<i>i.e.</i>, managed by the Assistant Commissioner, or private persons).</p>	<ul style="list-style-type: none"> <li>(a) <i>Large departmental</i>, <i>i.e.</i>, employing one or more charges of 5,000 workers.</li> <li>(b) <i>Small departmental</i>, <i>i.e.</i>, employing less than a full charge of 5,000 workers.</li> <li>(c) <i>Non-departmental</i>, or civil.</li> <li>(d) <i>Private, aided or unaided</i>, according as the works are constructed with the help of Government grants, or from private funds.</li> </ul>
---	---

Public Works will be the backbone of the relief system in both districts. Irrigation works will generally be preferred to other works.

11. The Executive Engineer shall, in consultation with the Assistant Commissioner, prepare yearly and submit to the Commissioner not later than the 15th March, a programme in Form A-III (accompanied by a Map) of the public works which it may be necessary to undertake in the event of serious famine. This programme shall be countersigned by the Assistant Commissioner.

### Programme of public works.

12. The district programme of public works shall include all suitable current projects of the Public Works Department, and all such projects as tend to *the general improvement of the country*, e.g., irrigation or

**Character of work  
on programme.**

STANDING  
PREPARATIONS.

## (Chapter I.—Section 2.—Paragraphs 13 to 17.)

drainage works of a petty nature, feeder roads and protective works, such as embankments.

NOTE.—The collection of *kankar* or road metal up to, but not beyond the requirements of the next five years, may be a suitable work.

Form of programme.

13. The district programme of public works shall show separately—

(a) Sanctioned works, whether or not funds have been allotted.

(b) Unsanctioned works.

Every work of class (b) shall be located and surveyed ; its cost shall be estimated at ordinary rates, and the number of units for whom it will give employment shall be calculated and recorded.

If any work on the programme was commenced but not completed during the last famine, the fact shall be specially noted in the programme.

NOTE.—A “unit” means one person relieved for one day. Thus if work is provided for 50,000 people for April, May, and June, provision is made for the relief of 4,550,000 units.

Numbers to be  
provided for.

14. The district programme of public works shall, if possible, provide employment for 15 per cent. of the population for six months.

Cost of Estimates.

15. The Superintending Engineer shall have power to sanction proposals to meet the cost of preparing the necessary estimates.

Divisional  
programme of  
public works

16. (a) The Superintending Engineer shall, in consultation with the Commissioner, carefully scrutinize the programme.

(b) The programme shall be countersigned by the Commissioner and submitted to the Chief Commissioner, so as to reach that officer not later than the 15th May.

Programme of  
village works.

17. The Assistant Commissioner shall prepare yearly and submit to the Commissioner, not later than the 15th March in Form A-IV., a programme of village works which it might be necessary to undertake in the event of serious famine.

Procedure to be  
adopted in the  
preparation of the  
programme of  
village works

The following procedure shall be adopted in the preparation of the programme of village works which will be carried out under Civil Officers:—

The Extra Assistant Commissioner, Third Grade, the Tahsildars and the Naib Tahsildars will prepare the lists of village schemes for their respective circles in Form A-VI., and will submit them by the end of August each year to the Assistant Commissioner, who will forward them to the Executive Engineer, Ajmer Provincial Division. That officer, after inspecting the localities, will reject the unsuitable schemes, class those accepted in order of utility, and will give his advice as to the details for carrying them out. Rough estimates of ordinary and petty works will be prepared by the Revenue Establishment.

The Executive Engineer will himself make plans and estimates of more important works which commend themselves to him, or which have been particularly recommended to him by the Assistant Commissioner, and will state the period for which each work will afford employment, and the number of labourers it will carry during that period. He will

## (Chapter I.—Section 2.—Paragraphs 18 to 23.)

STANDING  
PREPARATIONS.

also state whether the work will be remunerative or is proposed only as a means of employing relief labour. His recommendations will then be submitted to the Superintending Engineer for the approval of the Local Administration.

In order to keep the lists up to date this process will be repeated every year.

A revised list will be submitted to the Local Administration by the 30th December each year, works executed being cut out and new works added.

18. The works in the programme shall be classed under three heads, viz. :—

Character of works  
on the programme.

- I. Village tanks, nadis, bunds, channels, or other irrigation works.
- II. Cart-tracks, paths and communications generally.
- III. Miscellaneous works, *e.g.*, levelling depressions, clearing jungle or undergrowth, forest works, making or repairing wells, etc.

For the purposes of the programme, villages may conveniently be grouped together, a certain number of works being laid out for the group.

19. The programme of village works shall show separately—

Form of programme.

- (i) Civil works—the cost of which will be entirely debited to the State, though they may, when practicable, be managed by non-official agency under official control.
- (ii) Aided private works—*i.e.*, the works to be constructed with the help of Government grants and the management of which will be left to private individuals under official control.
- (iii) Unaided private works—the cost of which will be borne by, and the management of which will be entirely left to, private individuals.

20. Every village work shall be located, its cost shall be estimated at the ordinary rates, and the number of persons in units for a day for whom it will give employment shall be calculated and recorded.

Location of works.

21. The programme of village works shall, if possible, provide employment for  $7\frac{1}{2}$  per cent. of the population for six months.

Numbers to be  
provided for.

22. If professional assistance is required to make out the programme, the Superintending Engineer shall, on the request of the Commissioner, depute subordinates of the Public Works Department for the purpose, to work under the orders of the Commissioner.

Professional  
assistance.

23. (a) Landowners and others shall be encouraged to come to an agreement, in advance, regarding their responsibility for the cost of private works. Where a precise agreement cannot be arrived at in advance, a general understanding

Responsibility of  
non-officials.

STANDING  
PREPARATIONS.*(Chapter I.—Sections 2 and 3.—Paragraphs 24 and 25.)*

may be reached ; and any such agreement or understanding shall be duly recorded.

- (b) Special care shall be taken, in preparing the programme of village works, to record the names of persons (residents of the locality, if available) competent to manage them, as well as the names of persons ready to bear financial responsibility for them.

Divisional  
programme.

24. The Commissioner shall prepare a divisional programme of village works, and shall forward an abstract of it to the Local Government on the 15th May.

SECTION 3.—*Special Rules for Railways.*

## Railways.

25. The following rules as to the inclusion of railway projects in the programme of relief works are prescribed in accordance with the orders of the Government of India. The rules are applicable, so far as possible, to other works requiring Imperial sanction :—

I.—As the main object of relief works is to employ unskilled labour, a railway project shall not, except for grave reasons, be included in the programme of relief works.

II.—When it is desired to include a railway project in the programme of relief works, a report shall be submitted to the Government of India in the Revenue and Agricultural Department, showing—

- (a) the liability of the districts through which the railway passes to famine ;
- (b) the advantages of the railway as a permanent protection of the district affected by it against famine ;
- (c) the number of persons for whom it may be necessary to provide relief works in the event of serious famine ;
- (d) the number that can be provided for by works other than the railways ;
- (e) the reasons why the railway is required as a relief work in supplement or preference to other works ;
- (f) the number of persons for whom work of a suitable kind can be provided by the railway ;
- (g) the proportion of the cost of such relief work to the whole cost of the line.

III.—If the railway or any part of it is accepted by the Government of India as admissible in the programme of relief works on general grounds, the necessary reconnaissances or surveys shall be undertaken and the alignment submitted to the Government of India in the Public Works Department, and their approval obtained to the project before it is finally entered in the programme.

## (Chapter I.—Section 4.—Paragraphs 26 to 30.)

STANDING  
PREPARATIONS.

IV.—If the alignment is approved, measures shall be taken to secure the land required for the railway.

V.—If, after the inclusion of the project in the programme, the Local Government desire to utilize the railway as a relief work, a report shall be submitted to the Government of India in the Revenue and Agricultural Department setting forth the reasons for the commencement of the work.

VI.—In the event of such sanction being accorded, the Local Government shall transmit to the Government of India in the Public Works Department the ordinary monthly and quarterly "Narrative Progress Reports," together with a memorandum showing the maximum, minimum, and average number of labourers employed, and the total cash issues during the month; and shall communicate with that Department upon all professional and engineering questions, and submit all the usual estimates, accounts, etc., as in the case of a railway in progress under ordinary conditions.

SECTION 4.—*Reserves of Establishment.*

26. As the collection of proper and sufficient establishment is often attended with great difficulty when distress is actually impending, lists of suitable candidates shall be maintained in ordinary times. General.

NOTE.—Ministerial officials accustomed to a sedentary life are, as a rule, not suited for famine work in the field.

27. The Assistant Commissioner shall prepare yearly and submit to the Commissioner, with his programme of village works, lists of all persons in the district, whether already in Government service or candidates for it, who are likely to make efficient Charge Officers and Circle Officers. The former will be of the stamp of a Naib Tahsildar, the latter of the stamp of a *Girdawar*. Charge and Circle Officers.

28. The Executive Engineer shall prepare yearly and submit with his programme of public works, lists of all persons in the district likely to make efficient work agents. Work Agents.

29. The Superintending Engineer shall prepare yearly, in consultation with the Principal of the Thomason College, Roorkee, lists of all persons competent to be Famine Officers of the rank of an Upper Subordinate. Upper Subordinates.

30. The Civil Surgeon shall prepare yearly and submit to the Chief Medical Officer not later than the 15th March, lists of all persons likely to be efficient members of the sanitary establishment in times of famine. These lists shall contain the names of competent *baidis* and *hakims* in the district whose services will be available on emergency. Medical subordinate staff.



PRELIMINARY  
MEASURES OF  
ENQUIRY AND  
PREPARATION  
WHEN THE  
RAINS FAIL.

(Chapter I.—Section 5.—Paragraphs 31 and 32. Chapter II.—Paragraphs 33 to 38.)

SECTION 5.—*Reserves of Tools and Plant.*

Reserve of Tools  
and Plant.

31. A provincial reserve of all tools and plant of a non-perishable nature, such as digging tools, axes, iron treasure chests, and muster-roll tins, shall be kept at convenient centres.

NOTE.—The balance remaining from previous famines will ordinarily be found sufficient.

Annual  
stock-taking.

32. The Executive Engineer shall inspect such reserve stocks yearly and submit a complete stock register, with the programme of public works, to the Superintending Engineer.

CHAPTER II.

PRELIMINARY MEASURES OF ENQUIRY AND PREPARATION WHEN THE  
RAINS FAIL.

General.

33.—When the rains fail and anxiety is felt, it is of the utmost importance to make active preparations, and thereby put heart into the people. There is no greater evil than the depression of the people; for moral depression leads directly to physical deterioration.

Special crop  
statement.

34. On the first warnings of scarcity the Assistant Commissioner shall call for special crop reports from the Sub-divisional Officers. The report shall be in Form A-II, and shall be carefully checked by the Revenue Extra Assistant Commissioner.

Completeness of  
arrangements.

35. The Assistant Commissioner shall at the same time revise all preparations and pay special attention to the programmes of public and village works. He shall encourage the landowners to undertake private works on the first symptoms of distress.

Readiness to  
strengthen the staff.

36. The Assistant Commissioner and the Executive Engineer shall make arrangements for strengthening the staff, civil, departmental, and sanitary, so that it may be ready when required.

Village organization.

37. The Assistant Commissioner shall organize the village inspection arrangements and staff, and see that the *Girdawars* and Patwaris are instructed in their famine duties.

The unit of administration, i.e., the "relief circle," will ordinarily be the charge of a *Girdawar*. The relief "sub-division" will ordinarily be the tahsil in Merwara. In Ajmer, the Sub-divisions will be the Ajmer Tahsil, the Kekri Circle, and the estates lying outside the Kekri Circle.

Organization of  
non-official agency  
and private charity.

38. At the same time the Assistant Commissioner shall organize non-official relief agency and private charity. In each tahsil, or portion of a tahsil, he shall appoint a Central Committee of the most influential residents, whose duty it shall be to advise generally, to stimulate private charity and the undertaking of private works, to collect subscriptions, and later on, if necessary, to manage village works or to supervise or assist in the distribution of gratuitous relief. In each large village a sub-committee shall be formed. A separate committee shall be appointed in

## (Chapters II. and III.—Paragraphs 39 to 44.)

PERIOD OF  
OBSERVATION  
AND TEST.

each large town. Subscriptions may be collected in cash or grain. So far as possible private charity shall be distributed by non-official agency under the general control of the Assistant Commissioner.

39. Liberal advances shall be given under Acts XIX of 1883 and XII of 1884; the former to stimulate the demand for labour, the latter to secure the following *rabi* harvest, by improving the supply of irrigation and otherwise. It is of first importance that advances should be distributed at the earliest possible date, with a view to stimulating agricultural effort and credit. Advances may also usefully be made to mutual credit Associations or Agricultural Banks. Advances.

The Assistant Commissioner will at this stage report what increased allotments are required under the Agriculturists' and Land Improvement Loans Acts. When it is likely that famine will affect the Istimrari tract, the Ajmer Assistant Commissioner's recommendations will cover loans required by the estate-holders.

40. The Assistant Commissioner will also at this stage consider the application of the suspension and remission rules for land revenue and cesses, and will take the necessary action under those rules. Enquiries as to suspension of revenue.

41. The Commissioner shall communicate to the Agents or Managers of Railways likely to be concerned, information as to the probable nature and duration of the apprehended scarcity. Information to be sent to Railway authorities

42. On the first warnings of general scarcity the Chief Commissioner shall review the financial position, and decide what allotments shall be made to the Public Works Department for famine relief, and what services shall be reduced for the purpose: the object being to make such provision as is possible, consistently with the carrying on of the general administration. Review of financial position.

43. As soon as there is a prospect of widespread scarcity or famine, the Chief Commissioner shall issue circulars or general orders explaining the situation, the policy of relief which will be adopted, and the duties of the District Board and Municipal Boards in connection therewith. Circulars.

## CHAPTER III.

## PERIOD OF OBSERVATION AND TEST.

44. When all preparations have been made the Assistant Commissioner shall wait upon events. If he finds that prices continue to rise towards famine pitch, that there is an influx of beggars into towns and large villages, an increase of crime against property, or any wandering of people and their flocks, he shall open Test Works and poor-houses under the sanction of the Commissioner. At the same time he shall provide the officer in charge of every police station with funds to relieve wanderers in distress. The Commissioner has authority, in anticipation of sanction, to open test works, reporting his action for confirmation. General

PERIOD OF  
OBSERVATION  
AND TEST.

Report to  
Government.

(Chapter III.—Paragraphs 45 to 48.)

45. When the Assistant Commissioner has decided that Test Works and poor-houses should be opened he shall at once submit to the Commissioner, for the orders of the Chief Commissioner, a report giving the grounds of his belief that distress is imminent, and specially noticing—

- (a) the crop outturn of the preceding harvests and the estimated outturn of the current harvest, with reference to the normal outturn on the normal area ;
- (b) the mortality statistics ;
- (c) the condition of the people ;
- (d) the extent of the grain stocks, and the fodder supply ;
- (e) the state of prices ;
- (f) the state of crime, and the condition of prisoners on admission to the gaol ;
- (g) the influx, if any, of strangers and the emigration, if any, of residents

He shall append to his report a statement, Form A-V., showing the area and population likely to be affected, the relief which is likely to be required, the expenditure which that relief will involve ; he shall note the local sources from which such expenditure can be met, the preparations which he has made, and the additional staff, civil, departmental, and sanitary, which will be required.

Additional staff.

46. The Local Government shall strengthen the district staff where this is necessary. If it be necessary to increase the district staff in any branch or department of the public service, the Local Government shall submit such proposals as are beyond its competence to sanction for the orders of the Government of India. In cases of urgent necessity the Local Government may sanction, provisionally, the employment of such additional staff as may appear to be necessary, immediately reporting to the Government of India for confirmation all such appointments as ordinarily require the sanction of that Government or of the Secretary of State.

Additional medical  
staff.

47. The Local Government shall at the same time inform the Chief Medical Officer of the additional medical and sanitary staff which is likely to be required.

Test Works.

48. Test Works shall be managed by the Executive Engineer, under the control of the Assistant Commissioner. Ordinary works in progress under the District Board, or required by it, may be utilized or opened as Test Works. The conditions of labour on test works must be strict, their object being not to relieve famine but to test the presence of it. Payment shall be strictly by results, daily earnings being limited to the wage prescribed by this Code on performance of a full ordinary task for the time of the year if the work be a village work, and on other works of a task somewhat above the task prescribed by this Code. Dependants shall not be relieved on Test Works, neither shall there be a rest-day allowance.

## (Chapter III.—Paragraphs 49 to 55.)

49. The Assistant Commissioner may, with the sanction of the Commissioner, reduce the wage on test works below the wage prescribed by this Code; and if women and children flock to the works from adjacent villages in large numbers, the Assistant Commissioner may, as a temporary measure, give rations of cooked food in lieu of the wages for women and children.

PERIOD OF  
OBSERVATION  
AND TEST.

Reduction or  
alteration of wage  
on Test Works.

50. When the Test Works begin to attract workers in considerable numbers, the Assistant Commissioner shall report the fact to the Commissioner by telegram, if necessary, and he shall telegraph the information to the Local Government, in continuation of the report prescribed by paragraph 45 of this Code.

Telegram to  
Government when  
test works draw  
large numbers.

51. If the Test Works show that distress is imminent, the organization provided under paragraph 37 shall be put in motion, and with the Commissioner's sanction preliminary lists of persons entitled to gratuitous relief at their homes shall be prepared in Form E-I., by the Patwaris, in consultation with the lambardars and the village committees, if any, appointed under paragraph 38 of this Code. Such lists shall be prepared under the supervision of the *Girdawars*. The Ajmer estate-holders, when there is serious failure of the harvests in their estates, will be required to report the number of those likely to require gratuitous relief, and the arrangements which they propose to make for them. Special Famine Naib-Tahsildars and *Girdawars* will be appointed to aid in the supervision of relief in each estate.

Preliminary  
gratuitous relief  
lists

52. When Test Works are opened the number of persons attending should be reported in the Weekly Weather and Crop Report so long as those works remain in progress.

Number of persons  
attending on Test  
Works.

53. If there is a prospect of a scarcity of fodder, the provisions of paragraph 181 of this Code shall be adopted. If there is a prospect of a scarcity of drinking water, advances shall be given for the purpose of making or deepening drinking wells.

Fodder and  
drinking water.

To this end the services of Committees appointed under paragraph 38 of this Code shall be freely enlisted.

54. If it is apprehended that unusual stress for the supply of food-grains or fodder is likely to be thrown on the railway administration, the Commissioner shall arrange for the convening of a meeting of the Civil and Railway Officers concerned, to discuss its probable nature and extent and the measures by which any demands likely to be made on the railway can best be met. Attention should at such meetings be especially directed to the localities in which the scarcity is likely to occur, the date from which an unusual demand for import is likely to arise, the nature of the demand, whether for food-grains or fodder, and the probable sources from which supplies will be obtained. In regard to the last point the leading merchants and traders should be consulted.

Meeting of Civil  
and Railway  
Officers.

55. Test Works may be closed under the Commissioner's sanction when the attendance shows that there is no necessity for their continuance.

Closure of Test  
Works.

DECLARATION  
OF DISTRESS  
AND COM-  
MENCEMENT  
OF RELIEF.

(*Chapters IV. and V.—Paragraphs 56 to 62.*)

CHAPTER IV.

DECLARATION OF DISTRESS AND COMMENCEMENT OF RELIEF.

Classification of  
districts or sub-  
divisions.

56. On receipt of the report and telegram prescribed by paragraphs 45 and 50 of this Code, the Local Government shall decide whether a district or a recognised sub-division of a district has passed the stage of observation and test, and should be classed as a "Scarcity" or a "Famine" district or sub-division.

Appointment of  
Famine  
Commissioner  
or Additional  
Commissioner.

57. When famine conditions are established throughout Rajputana a Famine Commissioner shall be appointed, unless the Chief Commissioner decides, with the consent of the Government of India, himself to perform the duties of such an officer.

Village  
organization.

58. When conditions of scarcity or famine have been declared by the Local Government to exist in any district, the system of village inspection shall be developed. As stated in paragraph 37, the relief circle will ordinarily be the *Girdawar's* circle; but if the pressure is great, each circle shall at once be divided into smaller circles, to each of which the requisite staff shall be attached, so that every village may ordinarily be visited once a week by the Circle Officer. The Patwari in his village and the *Girdawar* in his circle shall, where necessary, each be given an assistant to carry on his ordinary duties, in order that he may give his whole time to famine relief work.

Selection for  
gratuitous village  
relief.

59. The preliminary gratuitous relief lists shall be very carefully checked by the Circle and Superior Officers, in the manner prescribed in paragraph 130 of this Code. If possible, the Sub-Divisional Officer shall at this stage, and for a few days, train the Circle Officers subordinate to him in the practice of selection for gratuitous relief. Such selection shall at the outset be made strictly in accordance with the provisions of paragraph 129 of this Code, but emaciated persons shall be brought on the list at once, pending further enquiry as to their means of support.

Opening Relief  
Works.

60. The Local Government shall ordinarily decide when Relief Works should be opened, but the Commissioner shall have power in urgent cases to open them, reporting his action by telegram to the Local Government.

Distribution of  
gratuitous relief.

61. The distribution of gratuitous relief shall commence simultaneously with the opening of Relief Works.

CHAPTER V.

POWERS AND DUTIES OF SUPERVISING OFFICERS.

Famine  
Commissioner.

62. The Famine Commissioner, when one is appointed under paragraph 57, shall, as the delegate of the Local Government, exercise complete control, so far as famine relief is concerned, over all Departmental and Civil Officers of whatever grade; and shall pass orders on all matters

*(Chapter V.—Paragraphs 63 to 66.)***POWERS AND  
DUTIES OF  
SUPERVISING  
OFFICERS.**

connected with famine, submitting such reports and returns to the Local Government as may be prescribed, and obeying its orders. He shall constantly move about, giving advice and instructions on the spot.

63. (a) The Commissioner shall exercise general control over all relief operations. He shall be responsible for providing the funds necessary to carry out all relief measures not under the control of the Public Works Department. In consultation with the Executive Engineer and the Assistant Commissioner, he shall decide in what order public works shall be opened.

Commissioner.

(b) In addition to his ordinary powers of transfer, the Commissioner shall have power to transfer within his division medical subordinates employed on relief operations, notifying such transfers to the Chief Medical Officer.

The Commissioner shall exercise control over all works and arrangements for giving relief, and shall be responsible to Government for their efficiency. His decision should be accepted in all matters relating to the employment and wages of the labourers, the opening or closing of works, the fixation and variation of tasks and generally in all matters which are not exclusively professional. Officers of all departments employed on famine duty will take their orders from him on all points not exclusively professional. It will be open to the Commissioner to delegate his authority under this section to the Assistant Commissioners within their respective districts, but the ultimate responsibility will rest with the Commissioner.

64. Subject to the control of the Commissioner, the Assistant Commissioner shall be generally responsible for, and exercise supervision over, all works and arrangements for giving relief, and shall be responsible for the provision and punctual distribution of the necessary funds to all Civil Officers within his district.

Assistant  
Commissioner.

65. In any case when the Civil staff and the Public Works Department agencies appear to overlap, the Assistant Commissioner shall pass orders. Should the Assistant Commissioner's orders be questioned, a reference may be made to the Commissioner through the Superintending Engineer. The Commissioner's decision shall be final, subject to a reference to the Local Government.

Procedure in cases  
of doubtful  
authority.

66. (a) The Superintending Engineer shall provide the funds, tools and plant, small coin, and other things necessary to carry out public works. He shall also arrange for the re-distribution of funds and establishment when required.

Superintending  
Engineer.

(b) He shall exercise general control over the operations of all Departmental Officers, and submit to the Local Government weekly statements showing the numbers relieved, the gross expenditure, the incidence of cost per unit relieved, the amount of work done, and any other informa-

**POWERS AND  
DUTIES OF  
SUPERVISING  
OFFICERS.**

*(Chapter V.—Paragraphs 67 to 69.)*

tion that may be prescribed. In view of the fact that payment is by results, special importance attaches to the quantity of work done.

**Executive Engineer.**

67. (a) The Executive Engineer shall be responsible for the proper conduct of all Departmental relief operations by his subordinates in accordance with the rules of this Code and the Public Works Department Codes, and such supplementary orders as may from time to time be issued by the Local Government or other constituted authority.
- (b) He shall, in all matters which are not exclusively professional, be subject to the control of the Commissioner, and shall be responsible for all arrangements and proper discipline on Public Works in the district. All officers on the works, including the Charge Officer and the Hospital Assistant, shall be subordinate to the Executive Engineer.
- (c) The Superintending Engineer and the Executive Engineer shall, by personal communication and otherwise, keep themselves in constant touch with the Commissioner and the Assistant Commissioner on matters not of an exclusively professional nature.

**Report to Assistant  
Commissioner by  
Executive Engineer.**

68. The Executive Engineer, on receiving instructions to open a relief work, shall, if possible, give not less than a week's notice to the Assistant Commissioner—

- (a) of the date on which such work will be ready for the admission of the labourers ;
- (b) of the date on which it will probably be completed ;
- (c) of the arrangements that he proposes for the future employment of the labourers.

He shall give immediate notice to the Assistant Commissioner of any sickness or other occurrence which renders it advisable to stop admissions to any work, and shall keep him informed, from week to week at latest, of the condition of the work, the number of labourers on it, and the number which can be admitted to it.

**Sub-Divisional  
Officer.**

69. The Sub-Divisional Officer (Civil) shall supervise the operations of Circle Officers, patwaris, and all other subordinate officials and persons connected with the administration of relief otherwise than on public works. With this object he shall visit every village in his sub-division as frequently as possible. In particular he shall see that relief is being efficiently and economically administered ; that orders of admission to works or gratuitous relief are being properly distributed ; that the provision for medical relief in famine hospitals and dispensaries is adequate ; that special precautions are taken to guard the drinking-water supply from pollution, wherever non-departmental works have been opened, and generally in the villages in which epidemic disease has broken out ; that the provisions of this Code and the orders of the Local Government are

*(Chapter V.—Paragraphs 70 to 74.)*

being fulfilled; that provision for the future is being duly made; that accounts are being punctually and correctly kept, and reports properly submitted; that the landowners and other wealthy or reliable inhabitants of the neighbourhood are being fully and effectively associated in the administration of relief, and are giving such employment and assistance to their tenants and dependants as the circumstances may require.

POWERS AND  
DUTIES OF  
SUPERVISING  
OFFICERS.

70. The Sub-Divisional Officer shall also, when authorised, regularly inspect public works within his sub-division, and either submit an inspection report in Form C-IX to the Assistant Commissioner through the Executive Engineer, or record his remarks in an inspection book, which shall be kept on every work by the Officer in Charge, or adopt both methods. Copies of the remarks recorded in the inspection book shall be forwarded at once to the Assistant Commissioner through the Executive Engineer. To meet abuses of a serious and urgent character the Sub-divisional officer shall issue orders himself to the Officer in Charge, reporting his action at once through the Executive Engineer to the Assistant Commissioner.

Sub-Divisional  
Officer and Public  
Works.

71. Other Inspecting Officers of gazetted rank, such as Famine Superintendents, *e.g.*, officers of the Indian Army lent by the Military authorities shall, in addition to the duties generally or specially prescribed for them, regularly inspect public works, and either submit inspection reports in Form C-IX to the Executive Engineer or record their remarks and orders in the inspection book, or adopt both methods. And the Officer in Charge shall be bound to act at once on the orders recorded in the inspection book in all matters not exclusively professional.

Other Inspecting  
Officers.

If the Assistant Commissioner generally or specially so directs, or if the Inspecting Officer so desires, the inspection report in Form C-IX, in original or copy, and a copy of the Inspecting Officer's orders or remarks in the inspection book, shall be forwarded at once to the Assistant Commissioner as well as to the Executive Engineer.

72. All officers inspecting relief works shall pay special attention to the "ganging" and tasking of weakly persons, and to the verification of the earnings of all workers.

Further duties of  
Inspecting Officers.

73. The Assistant Commissioner shall submit to the Commissioner, for transmission to the Local Government, a fortnightly progress statement in Form B-I, and the monthly statements and the other statements and reports required by the Government of India and detailed in Appendix A.

Fortnightly and  
other statements.

74. The duty of the Circle Officer is principally concerned with the village inspection; and this is essential at all stages of famine, but particularly at the outset. It is the best source of information as to the extent of distress; it puts heart into the people; it enables the Assistant Commissioner to take risk without anxiety, and to regulate with confidence the flow of relief; without it individual selection for relief cannot be properly worked.

Village inspection.



## RELIEF WORKS.

*(Chapters V. and VI.—Paragraphs 75 and 76.)*Duties of Circle  
Officer.

## 75. It shall be the special duty of the Circle Officer—

- (1) to make himself acquainted with every village in his circle, and with the circumstances of each household in every village, so far as may enable him to judge of the ability of its inmates to withstand distress ;
- (2) to stimulate landowners to employ labour, especially on the construction of wells, tanks, and similar improvements ;
- (3) to make known the places at which and the classes of persons to whom, relief works are open, the nature of each work, and the wages offered, and to encourage persons in distress to go to such works ;
- (4) to issue orders of admission to relief works under paragraphs 79 and 80 of this Code ;
- (5) to assist in the management or control of village works ;
- (6) to initiate, promote, and control measures for gratuitous relief under Chapter VIII of this Code ; to give patwaris, lambardars, patels and village relief committees detailed instructions for their guidance on all points necessary for the effective administration of relief in their villages, and to direct and control their action ;
- (7) to visit each village in his circle as often as the Assistant Commissioner may direct ; to test, by frequent personal inspection, the list of persons entitled to gratuitous relief ; to forward weekly abstracts of such lists to the Sub-divisional Officer, and to ascertain that relief has been distributed in the manner prescribed ;
- (8) to assist in the management of State kitchens or poor-houses established in his circle, or for the relief of residents of it ;
- (9) to report immediately to the Sub-divisional Officer the occurrence of any unusual sickness among men or cattle in any village in his circle.
- (10) to submit weekly, or more frequently if required, special reports to the Assistant Commissioner on the work available ; the condition of the people, and their willingness or otherwise to work ; prices ; the supply of food ; the state of the water supply ; the condition of the cattle and the sufficiency or otherwise of the fodder supply ; the state of communications, and any other matters on which he is required by the Assistant Commissioner to report.

## CHAPTER VI.

## RELIEF WORKS.

General.

76. In the management of relief works it is all-important to be prepared for a rush of labourers, to have a sufficient reserve of tools and plant

on the spot, to find everyone his place in as small a section of the charge as possible, to separate the feeble into weakly gangs, to preserve the strictest discipline, to keep the dependants separate from the workers, and to look strictly after the sanitary arrangements.

#### ALL WORKS.

77. The different classes of relief works are described in paragraph 10 of this Code. Civil Works will ordinarily, or mainly, be kept as a reserve against the outbreak of epidemic disease, or for the hot weather, when it is desirable to disperse the people in the neighbourhood of their homes.

78. The Commissioner, acting in communication with the Executive Engineer and the Assistant Commissioner, shall decide in what order the public works on the programme shall be undertaken by the Public Works Department. In arriving at his decision he shall look to the prospective utility of the works, and the possibility of their completion within or soon after the period of scarcity. In deciding on the number of works, and the area which each shall serve, the Commissioner shall have regard to the circumstances of the people, the condition of the locality, its previous history, and the readiness or otherwise of the people to take relief.

Selection of Relief Works.

Such public works shall ordinarily be selected as will provide employment for at least 5,000 persons daily for one month.

79. (a) In a district in which "famine" has been declared to exist under paragraph 56 of this Code there shall be no restriction on admission to *public works*; but admission to a *civil work* shall be limited to those who have received admission orders under paragraph 80 of this Code, unless the Local Government otherwise directs.

Conditions of admission to relief works.

(b) In all "Scarcity" districts admission to both *public* and *civil works* shall be limited to those who have received admission orders under paragraph 80 of this Code, unless the Local Government otherwise directs.

(c) There shall be no interference with the managers of *private works* as regards the persons they admit to them.

*Proviso.*—The restrictions on admission prescribed by this section shall be enforced only if the Local Government is satisfied that—

(a) the conferment of them will not delay the opening of Relief Works ;

(b) there are Relief Works open to all comers within a reasonable distance of the works on which there is restriction on admission ;

(c) sufficient staff with local knowledge is available.

## RELIEF WORKS.

*(Chapter VI.—Section 1.—Paragraphs 80 to 83.)*

And in no case shall the restriction on admission prescribed by this paragraph apply to—

- (1) persons residing more than four miles away from the work ;
- (2) persons obviously suffering from privation ;
- (3) immigrants from other districts or Native States.

## Admission orders.

80.—(a) Admission orders to public or civil works shall be granted by the lambardar of the applicant's village, or by a committee of respectable inhabitants of the village appointed under paragraph 38 of this Code or specially for this purpose, or by the Circle Officer.

(b) Such orders shall always be signed and dated by the person giving them. They shall be granted to all persons except those who have not reached the end of their resources.

*Explanation.*—Persons shall be held to be at the end of their resources when they can raise money only by selling their plough-bullocks or the implements of their craft.

## Residence.

81.—Residence on the works shall ordinarily be left to the option of the persons relieved.

## PUBLIC WORKS.

SECTION 1.—*Organization.*

## Officer-in-Charge.

82. (a) The officer placed in charge of a public work, or group of public works, shall be called the Officer-in-Charge ; and the work or group of works shall constitute a "relief charge."

(b) The Officer-in-Charge for each charge will be appointed by the Commissioner from the Civil department staff, when possible, on a salary of Rs. 75 per mensem, with a horse allowance of Rs. 15 per mensem. When the charges are large, a larger salary may be granted, with the Commissioner's sanction. He will be the general supervisor on the spot, and will be responsible for the general management of the work. He shall, whenever possible, not be of less standing than a naib-tahsildar, or an officer of similar standing on the regular establishment of Government.

## Duties of Officer-in-Charge.

83. The Officer-in-Charge shall be responsible for the general conduct of the work, and for the organization of the people, with a view to the preservation of order and the distribution of relief. He shall pay special attention to the following matters:—

- (1) the prompt admission and registration of applicants ;
- (2) the classification and treatment of workers and dependants ;
- (3) the provision of tools and shelter ;
- (4) the correctness and proper payment of the wages ;

*(Chapter VI.—Section 1.—Paragraphs 84 to 86.)*

## RELIEF WORKS.

- (5) the provision of sufficient small coin ;
- (6) the market arrangements and the supply of food ;
- (7) the adequate supply of good water and the proper disinfection of wells ;
- (8) the hearing and investigation of complaints daily, and at a fixed time ;
- (9) the hospital and sanitary arrangements ;
- (10) the care of children and infirm persons presenting themselves at the work ;
- (11) the prompt submission of accounts and reports ;
- (12) the immediate report to the Executive Engineer, and to the Assistant Commissioner, of the outbreak of any epidemic disease ; and the adoption of necessary measures of segregation and treatment pending the receipt of orders ;
- (13) the separation of the weakly from the able-bodied and the formation of weakly gangs, or the individual tasking of weakly persons under paragraph 97 of this Code ;
- (14) the prompt relief of new-comers ;
- (15) the adjustment of the task ;
- (16) the supervision of management of the works-kitchen whenever a kitchen is attached to the work ;
- (17) the prompt reporting of accidents and any unusual incident on the charge, *e.g.*, large influxes of labourers or wanderers from Native States, poorness of condition among the workers and the like.

84. The relief workers' camps shall be selected with special regard to sanitary conditions, concerning which the sanitary and medical officers of the district shall, if possible, be consulted.

Camps.

85. No Relief Work shall be opened until—

(a) a satisfactory supply of drinking water for the labourers is secured ;

Drinking Water.

(b) provision for the immediate isolation of cases of cholera, small-pox, relapsing fever, or other epidemic disease is made.

Isolation of cases of epidemic disease.

86. In the neighbourhood of a town suitable arrangements shall be made for latrines. In the open country it will be ordinarily sufficient for the workers to place a line of yellow flags at a distance of not less than 150 yards from the work and from the head-quarters camp, within which the ground shall not be defiled. But in all cases suitable latrines shall be provided for the hospital patients and also for the use of the staff.

Sanitary arrangements.

## RELIEF WORKS.

## (Chapter VI.—Section 1.—Paragraphs 87 to 90.)

Procedure in the  
case of cholera.

87. If cholera breaks out on a work, the following procedure shall be adopted :—

- (a) all probably infected materials, such as old clothes, rags, &c., belonging to the sufferers or those in contact with them, shall, if possible, be destroyed, or at anyrate be thoroughly disinfected. *Chhappars* and small huts, and all materials used for bedding shall be burned ;
- (b) the charges shall be broken up into as small gangs as is compatible with supervision and discipline ; and
- (c) the gangs so formed shall either be transferred to a new public work at a distance from the infected area, or returned to their respective villages for employment there.

Procedure in the  
case of transfer of  
gangs to another  
public work or to  
their respective  
villages.

88. (a) If the gangs are transferred to another public work, the following procedure shall be adopted :—

- (i) the water supply on the new ground shall be carefully selected and rigidly protected, advance parties being sent for the purpose ;
- (ii) the new site shall be kept scrupulously clean ;
- (iii) every case of epidemic disease shall be isolated as it occurs.

(b) If the gangs are transferred to their respective villages, they shall be directed to attend on specified dates at specified civil works, if such are or can be opened near the villages, and they shall be provided in advance with the allowances prescribed by paragraph 126 of this Code until the date fixed for attendance on such works.

Supply of food,  
and market  
arrangements.

89. (a) The Assistant Commissioner shall take steps to ensure the provision of a sufficient supply of food for all public works.

(b) When it is necessary to have a market for the supply of food at a public work, the Officer-in-Charge shall see—

- (i) that the shopkeepers are provided with suitable and healthy accommodation, as near the Depôt or Treasury Guard as possible ;
- (ii) that the weights and measures used are fair ;
- (iii) that the articles supplied are fit for human food ;
- (iv) that the prices current on the work are written up and notified daily in the market ;
- (v) that the market is properly guarded.

Report to be made  
when prices current  
are excessive.

If it appears to the Officer-in-Charge that the prices current are, or are likely to become, excessive, he shall report the matter to the Assistant Commissioner.

Weekly Progress  
Return.

90. The Officer-in-Charge shall prepare for each work a progress return in Form C.-V., for each week ending on Saturday night, and for—

*(Chapter VI.—Sections 1 and 2.—Paragraphs 91 to 93.)*

RELIEF WORKS.

ward it to the Sub-Divisional Officer, who shall compile an abstract in Form C.-VII, for the whole district, and send one copy to the Assistant Commissioner and one to the Executive Engineer.

The Sub-Divisional Officer shall also prepare from the latter return a further abstract in Form C.-VIII, and immediately forward it to the Superintending Engineer, sending one copy of it to the Commissioner.

91. The Officer-in-Charge shall at the same time prepare and submit to the Assistant Commissioner a report for the same period in Form C.-VI, regarding—

Weekly Report.

- (a) the physical condition of the people on the work and of those seeking relief, the condition of the new comers and children being specially noted ;
- (b) the condition of the weakly gangs and of weakly persons individually tasked under paragraph 97 of this Code, and the percentage they bear to the total number of workers ;
- (c) the percentage of the full wage earned ;
- (d) the sufficiency, or otherwise, of the stock of tools and of the shelter provided ;
- (e) the sufficiency, or otherwise, of the staff ;
- (f) the sufficiency, or otherwise, of the supply of small coin ;
- (g) the condition of the food supplies and market arrangements ; the prices actually current on or in the neighbourhood of the works ; and the prices used as the basis for converting the wages into cash ;
- (h) the condition of the water supply ;
- (i) any other information which it is expedient to communicate to his superiors.

A copy of this report shall be submitted to the Executive Engineer through the Sub-Divisional Officer.

*SECTION 2.—Admission and Classification of Workers.*

92. At every work a place indicated by a conspicuous flag shall be fixed for the admission of applicants, and shall be visited twice a day, morning and evening, by the Officer-in-Charge. A subordinate shall be in attendance throughout the day to classify and register the applicants and draft them to the Relief Work.

Admission of applicants to the works.

93. The workers shall be classified as follows :—

Classification of workers.

- |  |        |                |
|--|--------|----------------|
| A.—Mates and special gangs   | ... .. | Men only.      |
| B.—Adults employed on digging, or some equivalent labour                             | ... {  | Men.<br>Women. |
| C.—Adults employed on carrying, or some equivalent labour                            | ... {  | Men.<br>Women. |
| D.—Children of both sexes between the ages of 10 and 14 years, who are able to work. |        |                |

## RELIEF WORKS.

*(Chapter VI.—Sections 3 and 4.—Paragraphs 94 to 99.)*

*Explanation.*—Sweepers, water-carriers, and others on the menial staff shall be classified as above, in accordance with the degree or difficulty of their work, and shall be selected, as far as possible, from applicants for relief.

SECTION 3.—*Charges and Gangs.*

The charge.

94. A relief charge shall ordinarily contain not more than 5,000 workers. In the case of works which will not accommodate 5,000 workers, the limiting number shall be fixed by the Executive Engineer, in consultation with the Assistant Commissioner. Any new-comers in excess of these numbers shall be registered and drafted to a different part of the same work or to another work in the neighbourhood.

It may sometimes be convenient to form skeleton charges, within which applicants for relief may be “ganged” on arrival.

Composition of gangs.

95. (a) The numbers of workers in a gang shall not exceed 30 as a rule or 40 as a limit, nor be less than 25. Members of a family, including their dependants, shall be in the same gang, and residents of the same village shall, as far as possible, be “ganged” together.

Mates.

(b) The members of a gang shall be directed to elect their own mate or headman. If they fail to select a suitable man, the Officer-in-Charge shall make the appointments.

New-comers.

96. New-comers shall ordinarily be put in separate gangs for the first fortnight, or, if they have not then become accustomed to the work, for such longer period as may be necessary.

Weakly persons.

97. All weakly persons shall be separately “ganged,” unless they would thereby be separated from their natural protectors, in which case the weakly persons may be “ganged” with the able-bodied, but they shall then be individually tasked.

Immigrants, etc.

98. Immigrants from Native States shall, as far as possible, be put in separate gangs. Sweepers, water-carriers, &c., shall be formed into separate gangs.

NOTE.—Weavers unfit for the ordinary task will, as far as possible, be formed into separate gangs [vide paragraph 113 (VI) of this Code].

SECTION 4.—*Tasks.*

Standard task.

99. (a) The standard task for workers in Class B (diggers) shall be four-fifths of the task commonly performed at the time of the year by labourers in ordinary times, and if workers in Classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of Class B. Should workers in Class B be employed as carriers, their task will be  $1\frac{1}{2}$  times that of Class C.

## (Chapter VI.—Sections 4 and 5.—Paragraphs 100 to 104.)

## RELIEF WORKS.

- (b) The standard task of carriers in classes C and D shall be 10,000 cubic feet and 5,000 cubic feet, respectively, carried over 1 foot of reduced lead.

NOTE.—The reduced lead is obtained by adding to the number of feet in the horizontal lead 72 for the initial effort and 12 times the number of feet in the vertical lift in excess of 3 feet (for which allowance is made in the initial effort). The number of cubic feet to be carried will then be 10,000 or 5,000 divided by the reduced lead.

$$R = 72 + H + 12(V - 3)$$

100. The Assistant Commissioner shall have power, with the previous sanction of the Commissioner, to vary the standard task from time to time. *Provided the weakly gangs are separated or the weakly persons are individually tasked under paragraph 97 of this Code*, this power of varying the task will be the most effective means of relaxing or tightening the condition of relief. The task should be reduced on the appearance of any signs of deterioration among the workers generally, particularly in the hot weather. It may safely be raised if the workers are in good condition and relief work appears to be unduly attractive. The task should be raised in this way when the approach of the rains makes it desirable to divert labour to the fields.

Variations of the standard task.

101. The Executive Engineer shall decide what is the class of soil, or other local condition of the task, and adjust the task accordingly.

Adjustment of the task

102. New-comers shall, for the first fortnight, or until they are fit to enter the ranks of the workers, be individually tasked; the task shall be pitched low at the outset, being raised *gradually* as the new-comers improve in dexterity and physical condition.

Task of new-comers

103. Weakly gangs and weakly persons in able-bodied gangs who are unable to do a full task shall be required to do only half of the task laid down in Appendix C, or of such other task as may be fixed by the Commissioner. No attempt to apportion the task more exactly to the strength of the weakly workers shall be made. If any persons are so weak as to be unable to do this half task, they shall be given some light work, such as clod-breaking, etc., and be treated as dependants.

Task of weakly gangs

NOTE.—Weavers unfit for the ordinary task will be given a special task (*vide* paragraph 163 (VI) of this Code).

## SECTION 5.—Payment and Measurement.

104. (a) The able-bodied workers shall be paid according to results, *i.e.*, if no work is done, they will get no pay. But full wages shall be given for work which does not fall short of the full task by more than  $\frac{1}{16}$ th, provided that the short work is not due to contumacy. The wages shall be calculated as illustrated in paragraph 38, Appendix C.

Payment by results

- (b) The wages of weakly gangs or of weakly persons individually tasked under paragraph 97 of this Code shall in no case be permitted to fall below the scale of allowances fixed for dependants.

Weakly gangs.



## RELIEF WORKS.

*(Chapter VI.—Sections 5 and 6.—Paragraphs 105 to 111.)*

- (c) If delay occurs in starting work, or if owing to an unexpected influx of workers or insufficiency of staff, a work becomes disorganized, the Commissioner may direct that the allowances for dependants shall be given to all comers. The Commissioner shall immediately report any such action to the Local Government.

Daily payment.

105. Payment shall be made in all cases daily.

Distribution of wages.

106. Payment shall be made jointly to the gang, in the presence of all members of the gang, to a person chosen by themselves from their own number.

Rest day.

107. (a) No work shall be allowed on Sunday, in either "famine" or "scarcity" districts.

Rest-day allowance.

(b) In "famine" districts, workers and dependants shall receive for Sunday the allowance prescribed by paragraph 127 of this Code. This allowance shall be called the rest-day allowance, and shall be paid on Saturday.

(c) In "scarcity" districts there shall be no rest-day allowance except for weakly gangs or weakly persons individually tasked under paragraph 97 of this Code, unless the Local Government otherwise directs. The Local Government shall report the reasons for any such direction, for the information of the Government of India.

*SECTION 6.—Dependants on Works.*

Admission

108. (a) In "famine" districts, dependants shall be relieved on public works. But, before admitting dependants to relief, the Officer-in-Charge shall satisfy himself that they are both unable to work and really depend on a worker on the work.

(b) In "scarcity" districts, dependants shall not be relieved on public works.

Classification.

109. On admission, dependants shall be classified as follows :—

E.—Adult persons, including hospital patients and persons attending them. { Male.  
Female.

F.—Children between the ages of 10 and 14, who are incapable of labour.

G.—Children under 10 years and over 7 years of age.

H.—Children under 7 years, but not in arms.

I.—Children in arms.

Work for dependants.

110. Dependants on works shall be employed on such work—grinding corn, cleaning the camp, &c.—as they may be able to perform.

Elimination.

111. If the number of dependants interferes with the discipline on the works, or is otherwise inconvenient, the Assistant Commissioner shall have power to return them to their villages and to bring them on the gratuitous relief list, provided that children are in no case separated from their guardians.

## (Chapter VI.—Paragraphs 112 to 117.)

## RELIEF WORKS.

112. Allowances given to dependants shall be shown in the accounts as gratuitous relief. Accounts.

## VILLAGE WORKS.

113. Private Works shall be managed exclusively by the persons who have undertaken responsibility for them. But aided Private Works shall be conducted in accordance with the conditions of any agreement that may have been made in regard to them, and shall be periodically inspected with a view to seeing that such conditions have been carried out. The persons undertaking Private Works shall submit to the Assistant Commissioner weekly a return showing the number of persons on the works, classified in the way that may be prescribed. (See Form D. I.) Private Works.

114. (a) Civil Works shall be carried out either by non-official agency, *i.e.*, by the agency of respectable landholders, or the local relief committee, or other persons residing in the neighbourhood of the selected work, under the control of the Assistant Commissioner and his subordinates; or by official agency appointed by the Assistant Commissioner. Non-departmental works.

(b) If the pressure on Civil Works is likely to be so great as to overweigh the non-official or official agency at the disposal of the Assistant Commissioner, such works may be transferred to the Public Works Department for management on the principles herein laid down for Civil Works.

115. The general principles laid down for public works in sections 1 to 6 of this chapter shall (*mutatis mutandis*) apply as far as possible to Civil Works, but— Procedure.

(a) the standard task for workers in Class B (diggers) shall be the full task commonly performed at the time of the year by labourers in ordinary times, and if workers in Classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of Class B;

(b) payment shall be made at such intervals as the Commis-

I.—Omit the first note to paragraph 115, and insert the following as clause (d):—

“(d) In tracts in which distress is not acute, the Commissioner may order that no rest-day allowance shall be given.”

116. Where Village Works are likely to be numerous they shall be supervised by a Village-Works Inspector, who shall, ordinarily, be nominated by the Executive Engineer, but shall work entirely under the orders of the Assistant Commissioner. Village-Works Inspector.

## DRAFTING.

117. The Assistant Commissioner shall have power to draft workers from Public to Civil or, with the consent of the managers, to Private Power to draft.

## RELIEF WORKS.

*(Chapter VI.—Sections 5 and 6.—Paragraphs 105 to 111.)*

- (c) If delay occurs in starting work, or if owing to an unexpected influx of workers or insufficiency of staff, a work becomes disorganized, the Commissioner may direct that the allowances for dependants shall be given to all comers. The Commissioner shall immediately report any such action to the Local Government.

Daily payment.

105. Payment shall be made in all cases daily.

Distribution of wages.

106. Payment shall be made jointly to the gang, in the presence of all members of the gang, to a person chosen by themselves from their own number.

Rest day.

107. (a) No work shall be allowed on Sunday, in either "famine" or "scarcity" districts.

Rest-day allowance.

(b) In "famine" districts, workers and dependants shall receive for Sunday the allowance prescribed by paragraph 127 of this Code. This allowance shall be called the rest-day allowance, and shall be paid on Saturday.

(c) In "scarcity" districts there shall be no rest-day allowance except for weakly gangs or weakly persons individually tasked under paragraph 97 of this Code, unless the Local Government otherwise directs. The Local Government shall report the reasons for any such direction, for the information of the Government of India.

SECTION 6.—*Dependants on Works.*

Admission.

108. (a) In "famine" districts, dependants shall be relieved on public works. But, before admitting dependants to relief, the Officer-in-Charge shall satisfy himself that they are both unable to work and really depend on a worker on the work.

(b) In "scarcity" districts, dependants shall not be relieved on public works.

Classification.

109. On admission, dependants shall be classified as follows :—

E.—Adult persons, including hospital patients and persons attending them. { Male.  
Female.

ing corn, cleaning the camp, &c.—as they may be able to perform.

111. If the number of dependants interferes with the discipline on the works, or is otherwise inconvenient, the Assistant Commissioner shall have power to return them to their villages and to bring them on the gratuitous relief list, provided that children are in no case separated from their guardians.

## (Chapter VI.—Paragraphs 112 to 117.)

## RELIEF WORKS.

112. Allowances given to dependants shall be shown in the accounts as gratuitous relief. Accounts.

## VILLAGE WORKS.

113. Private Works shall be managed exclusively by the persons who have undertaken responsibility for them. But aided Private Works shall be conducted in accordance with the conditions of any agreement that may have been made in regard to them, and shall be periodically inspected with a view to seeing that such conditions have been carried out. The persons undertaking Private Works shall submit to the Assistant Commissioner weekly a return showing the number of persons on the works, classified in the way that may be prescribed. (See Form D. I.) Private Works.

114. (a) Civil Works shall be carried out either by non-official agency, *i.e.*, by the agency of respectable landholders, or the local relief committee, or other persons residing in the neighbourhood of the selected work, under the control of the Assistant Commissioner and his subordinates; or by official agency appointed by the Assistant Commissioner. Non-departmental works.
- (b) If the pressure on Civil Works is likely to be so great as to over-weigh the non-official or official agency at the disposal of the Assistant Commissioner, such works may be transferred to the Public Works Department for management on the principles herein laid down for Civil Works.

115. The general principles laid down for public works in sections 1 to 6 of this chapter shall (*mutatis mutandis*) apply as far as possible to Civil Works, but— Procedure.

- (a) the standard task for workers in Class B (diggers) shall be the full task commonly performed at the time of the year by labourers in ordinary times, and if workers in Classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of Class B;
- (b) payment shall be made at such intervals as the Commissioner may prescribe, but not less often than twice a week;
- (c) no dependants shall be relieved, nor shall a hospital or market ordinarily be arranged for.

NOTES.—Workers on Civil Works in famine districts will not receive the rest-day allowance.

Working mothers will receive an extra pice for their own infants in arms.

116. Where Village Works are likely to be numerous they shall be supervised by a Village-Works Inspector, who shall, ordinarily, be nominated by the Executive Engineer, but shall work entirely under the orders of the Assistant Commissioner. Village-Works Inspector.

## DRAFTING.

117. The Assistant Commissioner shall have power to draft workers from Public to Civil or, with the consent of the managers, to Private Power to draft.

## WAGES AND ALLOWANCES.

(Chapters VI. and VII.—Paragraphs 118 and 119.)

Works, or *vice versa* ; or, with the object of finding more useful or fresh employment, or to avoid infection, to works in another part of the district. In selecting workers who are to be drafted, regard shall be had to the number of women, children, and infirm persons dependent on, or belonging to, them, and to the distance of the works.

## Procedure.

118. The Officer-in-Charge of the work from which a draft is despatched to another work shall observe the following procedure :—

- (1) The draft shall ordinarily consist of not less than a full gang.
- (2) A nominal roll of men, women, and children shall be sent with each draft, with a statement of the reason for sending it.
- (3) The draft shall be placed in charge of a trustworthy official, who shall be given money sufficient to support the persons in it until they reach the work to which they are consigned.
- (4) On reaching the work to which the draft is consigned the official in charge of the draft shall make over the persons included in it, with their nominal roll, to the officer in charge of that work, who shall at once compare the nominal roll with the draft, and satisfy himself that the draft has been properly paid in transit.
- (5) If the receiving officer finds everything in order, he shall sign the nominal roll and return it, after certifying the expenditure, to the official in charge of the draft.
- (6) If the draft does not correspond with the nominal roll, the receiving officer shall note the differences, and cause the official in charge of the draft to explain them, and shall then transmit the nominal roll and the explanations to the despatching officer.
- (7) If complaints of ill-treatment or insufficient feeding are made by any persons in the draft, the receiving officer shall investigate them, and shall note his finding on the nominal roll, and in the case of insufficient feeding he may refuse to certify the whole or any portion of the expenditure.
- (8) Before despatching a draft of more than 300 persons, the despatching officer shall give timely warning by special messenger to the receiving officer.

## CHAPTER VII.

## WAGES AND ALLOWANCES.

## General.

119. The principle of the wage-scale is that the famine-wage should be the lowest amount sufficient to maintain healthy persons in health. Persons who are not in health when they come on the works should be treated specially.

## (Chapter VII.—Paragraphs 120 to 122.)

## WAGES AND ALLOWANCES.

120. (a) The following wage-scale shall be adopted on all Public Works :—

Wage-scale.

*Workers.*

A.—Mates and special gangs	...	...	...	One pice more than Class B.
B.—Diggers	...	{ Male ...	...	18 chhataks.
		{ Female	...	18 „
C.—Carriers	...	{ Male	...	14 „
		{ Female	...	14 „
D.—Working children	...	...	...	10 „

*Dependants.*

E.—Adult	...	{ Male	...	12 „
		{ Female	...	10 „

*Non-working children—*

F.—Over 10 but under 14 years	...	...	...	8 „
G.—Over 7 but under 10 years	...	...	...	6 „
H.—Under 7 but not in arms	...	...	...	4 „
I.—Children in arms...	...	...	...	3 „ or one pice extra to the mother.

NOTE.—If cooked food is given, the price of the ration, including the allowance of salt, oil, condiments, etc., should equal the price of the grain allowance prescribed in the above table, which includes a margin for these articles.

(b) On Civil Works the wages shall be less than on Public Works, but the difference shall not exceed 25 per cent.

(c) On Private Works, whether aided or unaided, the persons undertaking the work shall make their own terms with the labourers.

(d) On Test Works the wage for females in Classes B and C shall be one pice less than the corresponding wage for males.

121. Wages shall be paid in cash unless the Local Government otherwise directs. They shall always be paid in terms of full pice (See Appendix C-XIII.)

Cash payment.

122. The cost price of grain on the work shall ordinarily be published by the Assistant Commissioner, and the basis of conversion shall be the current price at which the cheapest wholesome grain or admixture of grains in common use is to be purchased on the work, or in its immediate neighbourhood, the prices being reported to the Commissioner when the work opens, as well as any change in the prices that may occur while the work is in progress. The Officer-in-Charge of the work will immediately inform the Assistant Commissioner when the published price, at which wages are paid, does not correspond with actual prices.

Price basis.

The price basis shall not be altered on account of small variations in market prices.

The Local Government shall have power, for reasons to be recorded in writing, to vary the prescribed wage-scale by increasing or decreasing the scale laid down in Appendix C-XIII by one pice, either for all classes or for any special class, and this power may be delegated to the Commissioner, with the previous sanction of the Government of India.

Restrictions within which the Local Government has power to vary the wage-scale.

WAGES AND  
ALLOWANCES.

## (Chapter VII.—Paragraphs 123 to 127.)

Provided that this power shall not ordinarily be exercised, unless :—

- (a) the physical condition of the people has so deteriorated that the ordinary famine wage is not sufficient to restore, or even to maintain, the strength of the labourers ;
- (b) or owing to the high price of grain, the ordinary wage is insufficient to cover the cost of oil, condiments, fuel, etc. ;
- (c) or the conditions of work are of such an extremely trying kind that a somewhat higher wage seems required ;
- (d) or it is desired to induce workers to return to their homes at the beginning of the rains.

Dependants'  
allowances.

123. *Dependants shall ordinarily receive their allowances in cash, unless the Local Government directs the substitution of cooked food. The allowance for a child in arms shall be given to the mother in addition to her own wage.*

*Proviso.*—If any sign of insufficient nourishment appears among the children, cooked food shall at once be given them instead of the cash dole.

## Birth on the work.

124. If a birth occur on a Public or Civil Work, the mother shall be given one rupee for medical comforts, and shall be permitted to absent herself, and shall receive the dependant's allowance until such time as the Hospital Assistant may certify her as fit to work. She shall, if necessary, be specially hutted.

## New-comers.

125. Any person who arrives on a Public or Civil Work in an emaciated condition shall at once be given the dependant's cash dole or a meal of cooked food. And any such person, who is not entitled under paragraph 108 (a) of this Code to remain on the work, shall be supported until he can be sent to a poor-house or be otherwise provided for.

## Off-day Allowance.

126. The allowance for dependants shall be given to workers and dependants on all Public Works, and to workers on Civil Works, whether in a "famine" or a "scarcity" district, for any day—

- (a) occupied in registration, marching, medical inspection, or the like ;
- (b) on which work is stopped, e.g., on account of weather ;
- (c) on which a worker has obtained leave of absence from the work.

Rest-day  
Allowance.

127. The rest-day allowance, where given in accordance with paragraph 107, shall be that provided for dependants under paragraph 120 of this Code. It shall not be given to those who have been less than three days on the works, unless they are members of a weakly gang or are weakly persons in an able-bodied gang individually tasked under paragraph 97 of this Code.

## (Chapter VIII.—Paragraphs 128 and 129.)

## CHAPTER VIII.

GRATUITOUS  
RELIEF IN  
VILLAGES AND  
AT STATE  
KITCHENS.

## GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS.

128. (a) Success in the regulation of gratuitous relief depends upon careful village organization, and the free use of non-official agency under proper supervision. Gratuitous relief should be regulated by individual selection alone ; and no reliance should be placed upon self-acting tests of any kind. Strictness in selection is necessary at the outset, but the distribution of relief should be timely. The only distinction between "famine" and "scarcity" districts in respect of gratuitous relief is that in "scarcity" districts, where the need is less acute, the numbers admitted to relief should be fewer. In the rains a considerable extension of gratuitous relief will ordinarily be required.
- (b) For purposes of village relief, until additional establishment is sanctioned, the *Girdawar* will be Circle Officer of his Girdawari Circle, and the Tahsildar, Charge Officer of his Tahsil. Naib-Tahsildars will be the deputies of the Tahsildar, and have the same powers, but the Tahsildar will be personally responsible for the whole of his Tahsil.

General.

129. The following classes of persons shall be entitled to gratuitous village relief, provided that they have no relatives able, and by the custom of the country bound, to support them :—

Persons eligible

- (a) Idiots and lunatics.
- (b) Cripples.
- (c) Blind persons.
- (d) All persons who, from age or physical infirmity, are incapable of earning their living.
- (e) All persons whose attendance on the sick or on infant children in their own homes is absolutely necessary.
- (f) Women of respectable birth who are debarred by national custom from appearing in public and are in danger of starvation.
- (g) Men of respectable birth who are unable to earn a livelihood and are in danger of starvation.
- (h) Children under 12 years of age.
- (i) Women advanced in pregnancy, or with two or more young children, or with children at the breast.

NOTE (i).—No woman entitled under class (f) to gratuitous relief shall be compelled to disclose her name.

(ii).—Emaciation should always be accepted as a proof of destitution, and emaciated persons must be entered on the list. In urgent cases emaciated persons when not on the list may be specially relieved.

(iii).—Gratuitous relief should not be refused to persons otherwise entitled to it, merely because their relatives are earning money on relief works, nor should such persons be sent to relief works if they are themselves incapable of work and prefer to receive relief in their villages.



Checking the list.

130. In checking the gratuitous village relief list, the following procedure shall, as far as possible, be observed :—

- (i) The Circle or Supervising Officer shall intimate to the landlord, or his local agent, or to the village headman and the patwari his intention of visiting the village on a certain date, and request him to be present. He shall also request that people living in outlying hamlets may be assembled in the main village on the day fixed.
- (ii) On arriving at the village, the Circle or Supervising Officer shall assemble the patwari, the village headman, the landlord or his agent, the chaukidar, and the respectable inhabitants, and call for the list prepared under paragraph 51 of this Code.
- (iii) The Circle or Supervising Officer shall then proceed to ascertain the population of the village, the numbers present and absent, and the causes of the absence of individuals.
- (iv) The numbers accounted for shall be divided into two classes—
  - (a) men and women of respectable birth ; and (b) all other persons :—
    - (a) Men and women of respectable birth who, after enquiry from the persons present, are found to be in danger of starvation, to be unable to earn a livelihood, and to have no relatives able, and by the custom of the country bound, to support them, shall be brought on the list.
    - (b) Other persons needing relief will fall into two classes—
      - (1) persons able to work ;
      - (2) persons unable to work, either from physical weakness or from having young children or sick people to look after. This class will be mostly women and children.

Persons of class (1) shall be directed to go to the nearest relief work, being given, if required, under paragraph 79 of this Code, an order of admission. Persons of class (2) who are found to have no relatives able, and by the custom of the country bound, to support them, shall be brought on the list.

- (v) Persons who are only temporarily incapacitated for labour by sickness or privation shall be brought on the list for such time only as the incapacity may remain.
- (vi) Persons who possess able-bodied male relatives not in receipt of relief shall not be admitted to gratuitous relief, unless the Circle or Supervising Officer is satisfied that special circumstances warrant such indulgence.

## (Chapter V.III.—Paragraphs 131 to 137.)

GRATUITOUS  
RELIEF IN  
VILLAGES AND  
AT STATE  
KITCHENS.

- (vii) The list framed as above shall be made over to the patwari of the village, who shall produce it for inspection when required.

NOTE.—Experience has shown that, except at the periods of greatest pressure and during the rains, gratuitous village relief is not required by more than 3 per cent. of the population of a tract affected by famine. It must be understood that this proportion is only an index for general guidance, and not a standard or a limitation.

131. A ticket in form E-II, dated, signed, and bearing a serial number corresponding to that in the list, shall be given to each person entered on the list, showing the relief to which he or she is entitled, and the name of the person from whom such relief is to be received.

Relief Ticket.

132. The allowances shall be the same as those for dependants on works, and shall ordinarily be given in cash, and distributed at least once a fortnight. But, for special reasons, the Local Government may direct that in any relief circle, or for any class, the distribution shall be made in the form of uncooked rations or of cooked food at State Kitchens. During the rains the circle served by a kitchen should not extend beyond the village in which the kitchen is situated.

Distribution.

133. (a) The distributing agency shall be, at the discretion of the Assistant Commissioner, the landlord, or the headman or other respectable resident of the village or of an adjoining village, or the local relief committee, if any, or a *punchayat* of respectable persons, or the patwari.

Distributing  
agency.

(b) If the relief is distributed in money, a permanent advance shall be given to the distributor.

(c) If the relief is distributed in the form of rations, arrangements for their supply may be made with the contractor appointed under paragraph 171 of this Code.

134. The distributor shall give relief, in urgent cases, to persons not on the list, pending the next visit of the Circle Officer.

Relief in urgent  
cases.

135. Each village shall be visited, if possible, once a week by the Circle Officer or other relief officer, who shall scrutinize the list, muster the recipients other than women of respectable birth who are debarred by national custom from appearing in public, remove from the list persons who have become fit for work, and bring on the list the names of other persons eligible for gratuitous village relief under the preceding rules.

Correction of list.

136. The recipients of gratuitous village relief, if able to labour, may be required to perform work suitable to their condition, such as spinning cotton or winding silk.

Work in return for  
relief.

137. The administration of gratuitous relief in towns and cities shall be conducted, as far as possible, on the principles laid down above. The Assistant Commissioner shall associate with himself committees of respectable residents, through whom, as far as possible, the lists shall be prepared and the relief distributed.

Relief in towns.

*(Chapters VIII. and IX.—Paragraphs 138 to 143.)*

## POOR-HOUSES.

## Starving wanderers

138. The patwari, or village headman, or other distributor of gratuitous village relief, in any local area to which a starving wanderer may come, shall give the wanderer such food as may be necessary, and shall, as soon as he is fit to travel, send him to the nearest poor-house, relief work, or police station. Sums expended under this section, as also sums expended by the Police under paragraph 44 shall be treated as expenditure on gratuitous village relief.

## CHAPTER IX.

## POOR-HOUSES.

## General.

139. (a) The poor-house is an institution within which cooked food is distributed gratuitously to the inmates on condition of their residing therein and conforming to the rules of discipline and order. Its special object is to relieve paupers set adrift by the contraction of private charity, and other destitute wanderers. A certain amount of pressure may properly be employed to send to poor-houses wanderers who are in need of relief. But poor-houses should not be employed to test the need of relief in any case. Persons admitted to a poor-house shall be supported there until they are fit for work or can be sent to their homes.
- (b) Poor-houses will not be opened except with the sanction of the Commissioner, who will keep the Chief-Commissioner informed as to how far this form of relief is used.
- (c) No poor-house will be constructed until a rough estimate of its cost of construction has been framed and sanctioned by the Commissioner.

## Committee of visitors.

140. A Committee of visitors, who shall ordinarily be chosen from members of District or Municipal Boards or Local Relief Committees, shall be appointed by the Assistant Commissioner to visit the poor-house periodically, and bring to the notice of the Assistant Commissioner any remarks requiring his attention.

## Site.

141. The poor-house shall be situated on the outskirts of the town, on a healthy well-drained site, possessing an ample supply of water for drinking and bathing purposes.

## Hospital.

142. To each poor-house shall be attached a hospital, which shall be placed outside the main enclosure, but as near the poor-house as is consistent with health. The hospital shall be in charge of a Medical Officer.

## Conditions of admission.

143. (a) All persons in need of food may be temporarily admitted to a poor-house; but only those persons shall be allowed to remain in it after their immediate necessities have been relieved, who—
- (1) are temporarily unfit to labour, owing to physical debility or illness; or

(*Chapters IX. and X.—Paragraphs 144 to 148.*)

**RAINS POLICY  
AND CLOSURE  
OF RELIEF.**

- (2) are permanently unfit to labour, but cannot, owing to distance, physical condition, or other reason, be conveniently sent to their homes and brought on the gratuitous village relief list.
- (b) All other persons admitted shall receive one or more meals as circumstances may require ; and shall be either directed to proceed to the nearest relief work, or, if necessary, be drafted there in charge of a peon, to whom the Officer-in-Charge shall give a receipt notifying their arrival and how he has disposed of them.
- (c) No lepers shall be admitted to a poor-house or drafted to relief works. They shall be separated, relieved temporarily, and sent to their villages to be brought on the gratuitous village relief list.

144. Inmates of poor-houses shall ordinarily receive the dependants' allowance of cooked food, but the scale of food provided in the hospital shall be laid down by the Civil Surgeon, with the sanction of the Assistant Commissioner.

Ration.

145. Inmates of poor-houses shall be supplied with clothes, if necessary, the cost of which, if not met by private charity, shall be defrayed by Government.

Clothing.

146. The number of poor-houses to be established in any district shall be determined by the Assistant Commissioner, with the sanction of the Commissioner. Ordinarily, one poor-house will be sufficient for each tahsil of a district, and it shall, if possible, be situated at the headquarters of the tahsil. The poor-house shall ordinarily not accommodate more than 500 persons.

Number and size of  
poor-houses.

*NOTE.*—An unusual number of inmates in a poor-house should ordinarily be regarded as an indication that the village gratuitous relief is defective, and that the system of village inspection should be improved.

147. When the Assistant Commissioner thinks it desirable to close a poor-house, he shall, after reference to the Commissioner, fix a date, after which no one shall be admitted, and all inmates who are fit for work shall be dismissed. He shall also arrange for the transmission to their homes, or the support by private charity, of such inmates as are unfit for work and incapable of supporting themselves. On parting every inmate shall receive the valedictory dole or allowance prescribed by paragraph 152 of this Code.

Closing of poor-  
houses.

## CHAPTER X.

### RAINS POLICY AND CLOSURE OF RELIEF.

148. In the interests of the country at large it is necessary to secure the re-establishment of agricultural conditions as soon as possible. It should be assumed that events will be normal when the rains have broken,

General.

## ORPHANS.

*(Chapters X. and XI.—Paragraphs 149 to 153.)*

and that private persons will give sufficient employment to the able-bodied. At the same time it will be necessary to extend gratuitous relief for the weak and helpless; and increased activity in village inspection will be required.

Policy before the  
monsoon breaks.

149. (a) By the end of May, or early in June, the people employed on large Public Works shall be dispersed over small Public Works near their homes and over Village Works; dependants being brought, where necessary, upon the village gratuitous relief lists.

(b) At the same time steps shall be taken to distribute Charitable Relief Fund donations, if any, and *taqāvi* advances for the purchase of seed and cattle. In this distribution the process of selecting the recipients shall be completed by the end of May, and their names registered, distribution of the advances being made when the money is required.

Policy after the  
monsoon breaks.

150. (a) If the people cling to the works after the monsoon has declared itself, the task shall be raised for the able-bodied workers; and dependants and weakly gangs, or weakly persons individually tasked under section 97 of this Code, shall be drafted to their homes, such of them as require help, and particularly the children, being brought upon the village gratuitous relief list.

(b) A few works shall be kept open to meet any unexpected contraction of the labour market. But all works shall be closed when the earliest principal autumn crop is ripe.

Closure.

151. (a) As the demand for agricultural labour increases, the gratuitous relief lists shall be closely scrutinized, with a view to removing individuals who no longer require relief. When the earliest of the principal autumn crops has been gathered, the process of closure shall be more general, whole villages being struck off the list at a time.

(b) Poor-houses shall be kept open until the autumn harvest generally has been gathered.

Valedictory dole.

152. When gratuitous relief of any kind is discontinued, the recipients of it shall be given a valedictory dole or allowance sufficient to support them for about a fortnight.

## CHAPTER XI.

## ORPHANS.

General.

153. The Assistant Commissioner shall be, in times of famine, the temporary guardian of children who are found deserted in his district. He shall be responsible for the care of them, and shall not surrender them

## (Chapter XI.—Paragraphs 154 to 159.)

## ORPHANS.

except to their natural protectors, or, failing these, to respectable persons of the same religion who are willing to adopt them, until a sufficient period has elapsed after the close of the famine to enable full enquiry for the natural protectors of the children to be made. This period may be put at six months.

*State Orphanages.*

154. Separate accommodation shall be provided for orphans at each sub-divisional and district head-quarters. Such accommodation may be near the poor-house or a children's kitchen and under the same control and supervision.

Accommodation.

155. Children abandoned by their parents or guardians shall, if old enough, be sent to a suitable relief work, and, if too young to work, shall be admitted to the nearest orphanage, provided arrangements cannot be made for relieving them in the village to which they belong. In the latter case the orphans shall be in the charge of the Lambardar. Boys over 10 years of age shall be kept apart from the other orphans.

Children abandoned by their parents or guardians.

156. (a) A register in Form H-I shall be kept of all children admitted to the orphanage, and in it all the information procurable as to the parentage and residence of the children shall be entered, in order to facilitate the discovery of their parents or natural protectors, with a view to the future restoration of the children to them.

Register of admissions.

(b) Detailed information as to the way in which each child has been disposed of shall also be entered in this register.

157. All orphans remaining in sub-divisional orphanages on the closing of a poor-house or children's kitchen shall be sent to the orphanage at the head-quarters of the district, if one has been established, otherwise to the poor-house at Ajmer or Beawar.

Disposal of orphans in sub-divisional orphanages.

158. (a) Efforts shall be made to discover the parents or relatives of the children, and a proceeding detailing these efforts shall in each case be recorded.

Adoption.

(b) If the parents or relatives cannot be traced, the children may be made over to respectable people of their own religion who are willing to adopt or support them, and to submit to any enquiries regarding their condition that the Assistant Commissioner may desire to institute, until the children reach the age of 18 years.

159. If within six months from the admission of a child to the orphanage referred to in paragraph 157 of this Code no respectable person has adopted it, such child may be sent to an orphanage or other public institution for the care of destitute children within Ajmer-Merwara.

Children unclaimed after six months.

No institution will be permitted to receive orphans until it has been recognised by the Chief Commissioner as one to which orphans may be made over at the proper time.

SPECIAL  
RELIEF TO  
ARTIZANS.

(Chapters XI and XII.—Paragraphs 160 to 163.)

*Private Orphanages.*

Register.

160. In the case of any aided or unaided private orphanage, it shall be obligatory on the manager to maintain a register giving full particulars regarding the children brought into the orphanage during the course of a famine. Copies of this register shall be forwarded monthly to the Assistant Commissioner, who shall endeavour to find the parents of the children.

Free access.

161. (a) Free access to the children in a private orphanage shall at all times be given to the Assistant Commissioner and to persons claiming as parents or relatives to remove the children.

(b) If the parentage or relationship of such persons is, in the opinion of the Assistant Commissioner, satisfactorily established, the children shall be made over to such persons.

*All Orphanages.*No removals for  
twelve months after  
the close of  
famine.

162. An unclaimed child, whether in a State or private orphanage, shall not be removed from the district in which it was found until twelve months after the close of relief operations in the district.

In all such cases the permission in writing of the Commissioner will have to be obtained.

## CHAPTER XII.

## SPECIAL RELIEF TO ARTIZANS.

Relief to weavers.

163. I.—Distressed weavers shall, if possible, be given special relief in their own craft, if their sole occupation is weaving, and if they are—

- (a) unfitted by the practice of their profession and hereditary habits for hard outdoor labour, or
- (b) physically incapable of earning a sufficient livelihood on Relief Works, or
- (c) unable to submit to the labour test on Relief Works without risk of impairing their manual skill, or the delicacy of touch necessary for their own craft.

II.—Special relief shall be organized only where the weavers reside in considerable numbers in the same town or village, or in a group of adjacent towns or villages.

III.—The admission to special relief shall be regulated by personal enquiry and selection.

IV.—Special relief shall be controlled by a qualified official, who shall, as far as possible, be assisted by non-official agency. The relief shall be, as far as possible, administered direct to the workers and not through the agency of middlemen.

## (Chapters XII. and XIII.—Paragraphs 164 to 168.)

MISCELLA-  
NEOUS.

V.—Weavers admitted to special relief shall be remunerated either in accordance with the wage-scale applicable to ordinary relief workers on the performance of a prescribed task, or by purchase at current rates of cloth woven by them. If current rates are so low that a weaver cannot support himself and his family on them under the abnormal conditions of famine, they may be raised to such extent as may be necessary.

VI.—If special relief is not afforded, weavers shall be employed on light work, *e.g.*, carrying earth or digging soft soil, and shall, as far as possible, be specially “ganged,” and be tasked with due regard to their strength, usual occupation, and mode of life.

164. (a) The Assistant Commissioner shall arrange for the purchase of manufactured products, at market prices, and, if necessary, for the distribution of raw material by way of advances.

Purchase of  
manufactured  
products and  
distribution of raw  
material by way of  
advances.

- (b) The Assistant Commissioner shall afterwards dispose of such manufactured products to the best advantage, crediting the sale proceeds to Government, or, if relief has been dispensed from any charitable fund, to such fund.

165. The principles of paragraphs 163 and 164 of this Code may be applied in the case of artisans other than weavers who are similarly circumstanced.

Other artisans.

166. In cases in which it is not possible to organize relief for weavers and other artisans, advances of Government money may be distributed, after personal enquiry, to individuals on such security as may be deemed sufficient, or to bodies of artisans on their joint security.

Advances.

## CHAPTER XIII.

## MISCELLANEOUS.

167. In no case shall relief be refused to immigrants from Native States who are in need of it. Such persons shall be relieved as if they were British subjects, but they shall be identified, collected into gangs, and returned to the authorities of the State from which they come. In making arrangements for such transfer, and in dealing generally with the question of immigration, the Assistant Commissioner shall correspond direct with the Political Agent, or other Political authority in the Native State concerned.

Immigrants from  
Native States.

168. In localities where forest produce is utilizable as human food, the Local Government shall direct that every facility compatible with the safety of the forests shall be afforded by the Forest Officer to persons seeking such food in Government forest reserves. If such forest produce

Facilities to be  
afforded to persons  
seeking food in  
Government Forest  
Reserves.





*Substitute the following for paragraph 167, Revised Famine Code,  
Ajmer-Merwara, 1905.*

167. Migrants should not ordinarily be interfered with except (i) when they are obviously too weak to carry out the journey they propose; (ii) when it is known that the place to which they propose to go is unable to support them; (iii) when they are wandering aimlessly. On routes where migration is large, a regular chain of relief depôts should be established; the duties of the officers in charge being to sell to migrants, who are able to pay, what they want in the shape of grain and fodder; to relieve the manifestly destitute; to record the volume and character of the migration; to send early information to the authorities of the localities from which, and of the countries to which, the wanderers are moving; to tell the latter where they will probably best find what they seek, and to warn them against tracts suffering from scarcity. In treating applicants for relief no distinction should be made between those who come from British territory and those who have migrated from Native States. Should the volume of immigration from any Native State be so large and of such a character as to indicate the want of an adequate system of famine relief in that State, the Assistant Commissioner should report the fact to the Commissioner, with a view to the attention of the Local Government being called thereto, and at the same time invite the attention to the fact of the Political Officer for the State concerned; but meanwhile he should treat the immigrants as if they were British subjects. No pressure should be put upon such immigrants to return to their homes until the Assistant Commissioner, after communication with the Political Officer, is thoroughly satisfied that the authorities of the Native State are in a position to take over and provide for them, and that there is no danger in sending them back. When the Assistant Commissioner is so satisfied, he should issue instructions for their collection on works and in poor-houses as the case may be, and, in communication with the Political Officer of the State concerned, should make arrangements for their removal, and, where necessary, for their support on the homeward journey. Such arrangements should be carried out as nearly as possible in the manner prescribed for drafting British subjects to their homes at the close of relief operations, the usual valedictory dole being given to those who would be given it if they were British subjects.

Immigrants  
from Native  
States.

MISOELLA-  
NEOUS.

(Chapter XIII.—Paragraphs 169 to 171.)

has been leased out to contractors, it may be necessary to cancel the leases, in which case the contractors shall receive compensation.

Works to be  
carried out at  
ordinary rates.

169. When, in the opinion of the Local Government, any work within a famine area is of such a character, or requires to be executed with such urgency as to demand the employment of ordinary public works labour at market rates, the Local Government may exclude such work, in whole or in part, from the operations of this Code, and direct that it be carried out under the ordinary rules of the Public Works Department.

Attitude towards  
private trade.

170. (a) Without the previous orders of the Local Government, no grain shall be imported by the local authorities into any tract or to any Relief Work. The policy followed should be strictly one of non-interference with private trade.

(b) Every possible facility shall be given for the free action of private trade in time of famine, and the Local Government shall from time to time consider whether the Government of India shall be moved to reduce the rates for the conveyance of grain and fodder by railway.

(c) If supplies on any Relief Work or in any tract run short, the local authorities may assist private trade by making recoverable advances to grain merchants, with or without interest, reporting their action for the information of the Local Government.

Contractors for  
grain.

171. (a) The Assistant Commissioner may, when necessary, select from among the dealers of the locality, and appoint for each circle, one or more contractors for the supply of food.

(b) Each contractor shall be furnished with a list of the villages or works for the supply of which he is responsible. And the name and residence of each contractor shall be made known to the patwari of the village or the officer in charge of the works for which such contractor is responsible.

(c) When the contractor is required to furnish supplies, the Tahsildar or other officer authorized by the Assistant Commissioner, shall indent on him, noting the amount and kind of grain required, the place and date of delivery, and any other information that may be necessary. Unless the Assistant Commissioner or Sub-Divisional Officer order otherwise, supplies shall not be paid for in advance.

(d) The contractor shall be periodically paid, on presentation of vouchers for expenditure duly signed by a person authorized in this behalf.

## (Chapter XIII.—Paragraphs 172 to 175.)

MISCELLA-  
NEOUS.

Police.

172. (a) The District Superintendent of Police shall organize a system of patrols for the lanes and by-ways of towns and villages, and for temporary rest-houses or *sarais* on trunk and district roads, in order to conduct starving wanderers to the nearest Relief Work, poor-house, police station or outpost, or, if they are unable to go so far, to the head-man of the nearest village, for the purpose of receiving relief; he shall also make arrangements to provide such wanderers with food in transit.
- (b) Order shall, as far as possible, be preserved upon Relief Works by the people themselves organized to that end.
- (c) The District Superintendent of Police shall submit periodical reports to the District Magistrate on the following matters :—
- (1) any increase in crimes attributable to a general rise in prices or scarcity of food ;
  - (2) any wandering of needy, starving persons ;
  - (3) any emigration from, or immigration to, the area under his charge ;
  - (4) any unusual increase of mortality in the area under his charge ;
  - (5) any cases of starvation or severe want ;
  - (6) any decline in the above symptoms of scarcity.

173. He shall take extra precautions for the protection of markets and all places where grain is stored, and shall place special patrols on lines of communications along which grain is carried.

Shall take precautions to protect grains.

174. He shall report, from time to time, to the Magistrate of the District, what increase (if any) in the force under his command is needed. If any increase is made he shall take the necessary steps for reducing the force, when the increase ceases to be required.

Shall require extra force, if needed.

175. Every Police Officer in charge of a station or outpost in a famine-stricken area shall be furnished with a sum of money sufficient to enable him in urgent cases to supply food to starving wanderers and medicine to sick persons. The Superintendent of Police shall obtain from the Magistrate of the District the funds necessary for this purpose. Special arrangements of this nature shall be made at short intervals along the roads most frequented by emigrants and travellers. On such roads there should be established relief posts, not more than 10 miles apart, where starving emigrants and travellers may receive assistance. Such posts should be in the charge of the Police or of a Special Officer.

Shall take advance to supply food in urgent cases.

**GRAZING ON  
PAYMENT IN  
YEARS OF  
SCARCITY.**

Register of  
advance for casual  
relief.

*(Chapters XIII. and XIV.—Paragraphs 176 to 181.)*

176. Police who have been given a permanent advance for casual relief under the preceding paragraph shall keep up a register in the following form :—

Serial No.	Date.	Name and residence (if ascertainable) of persons relieved.	Particulars of relief given.	Cost of relief given.			Disposal of person relieved.
				Rs.	A.	P.	

Recoupment of  
permanent advance.

177. The permanent advance shall be recouped on an abstract bill in the following form, which should be accepted as a voucher by the Assistant Commissioner, who will arrange for the re-imbursement of the Police Officer :—

Date.	NUMBER OF PERSONS RELIEVED.				Expenditure.
	Men.	Women.	Children.	Total.	

Shall remove dead  
on roadside.

178. It shall be the duty of the Police to see that persons found dead by the roadside are properly buried or burnt by the village authorities.

Special police  
arrangements.

179. Special Police arrangements will be made by the District Superintendent of Police at all large Relief Works and police centres. The services of the Bhumias will be freely utilized in this connection.

Guarding of passes.

180. The men of the 44th Merwara Infantry will, if necessary, be employed in guarding the passes into Ajmer-Merwara, in patrolling lines of communication, and in relieving the regular Police at remote outposts, to render them available for duty in connection with the famine arrangements.

## CHAPTER XIV.

### GRAZING ON PAYMENT IN YEARS OF SCARCITY.

Grazing and grass-  
cutting.

181. The following rules as to grazing and grass-cutting are prescribed in the Chief-Commissioner's Notification No. 1127-S., dated March 18th, 1903:—

(1) In years of scarcity grazing on payment may, with the previous sanction of the Chief Commissioner, and subject to the closures prescribed

## (Chapter XIV.—Paragraph 181.)

GRAZING ON  
PAYMENT IN  
YEARS OF  
SCARCITY.

below, be permitted in any or all of the forests during any period of the year.

The following areas will remain closed to grazing for the respective periods mentioned :—

- (a) All areas in which coppice improvement fellings have been made in accordance with the provisions of the working plan—for ten years :

Provided that such areas may, with the previous permission of the Chief Commissioner, be opened to grazing before the expiration of ten years, in the event of scarcity or of other special circumstances.

- (b) All areas in which fellings, for rightholders' requirements only, have been made in accordance with the provisions of the working plan for the South Todgarh working circle—for two years.

- (c) All areas in which a forest fire has occurred—for three years.

(2) The number of cattle, admitted to graze as above, shall not exceed the ratio of one head to 3 acres for an entire period of 12 months, the number 3 being diminished proportionately for shorter periods. These limits may, however, be relaxed at the discretion of the Commissioner, should the amount of fodder available allow of any concession in this respect. As the period of grazing will be very variable, the grazing dues will be collected at the following rates per mensem :—

	Per—	
	Cow, bull or bullock.	Buffalo.
	Annas.	Annas.
From persons possessing wood and grass-cutting rights in a State Forest, half rates, i.e., ... ..	½	1
From all others, full rates, i.e., ... ..	1	2

(3) The body of right-holders (i.e., those possessing wood and grass-cutting rights) in any given forest tract will be entitled to graze, as above, cattle, *bona-fide* their own property, to the maximum admissible in the area of the State Forest. If the number of animals they desire to graze attains this maximum, no applications from other persons to graze cattle will be received. Otherwise, subject to this maximum, cattle belonging to other persons will also be admitted to graze, preference being given to those owned by the non-right-holding inhabitants of the same village. But, as a special case, villages originally owning the lands now comprised in the Biliawas, Annor and Banjari-Mandlan State Forests (in which forests the average area per village is small), will be allowed in years of scarcity to graze their cattle, on payment, also in the

**DUTIES OF  
MEDICAL  
OFFICERS  
IN TIMES OF  
SCARCITY.**

*(Chapter XV.—Paragraphs 182 to 184.)*

Todgarh and Dower State Forests, next in order of preference after the cattle of the villages from which land was taken up to form these two Forests.

**GRASS-CUTTING.**

(4) For each ticket the holder must, if required, supply one head-load of grass yearly to the Department for storage, under the orders of the Commissioner. When stored it shall be held available for issue in times of scarcity of fodder to the villagers by whom it was contributed, with the Assistant Commissioner's sanction.

**CHAPTER XV.**

**DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY.**

Chief Medical  
Officer.

182. The Chief Medical Officer shall require District Medical Officers to submit, in Form K-I, special monthly reports on the following matters:—

- (1) Any increase of illness and disease believed to be due to want of food.
- (2) Any deaths due to illness induced by want of food.
- (3) The number of in and out-patients received in special famine hospitals, or treated at Famine Works.
- (4) The distribution of the subordinate medical staff, and any increase to it that may be required.

He shall submit a monthly abstract of these reports to the Local Government.

Responsibilities.

183.—The Chief Medical Officer shall—

- (a) issue special instructions for the hospital treatment and diet of famine patients, as soon as the existence of scarcity or famine in a district is communicated to him by the Local Government;
- (b) be responsible that medical arrangements for famine relief are duly made in all districts, and himself personally inspect and supervise them as far as possible;
- (c) report to the Local Government the need for any increase to the medical staff in any district, with his proposals to meet it.

Sanitary  
Commissioner.

184. As soon as it appears that any tract is likely to be affected by famine, the Chief Medical Officer shall draw the special attention of his subordinates to questions regarding the water supply, the food supply, conservancy, the disposal of corpses, the measures to be adopted on the occurrence of epidemic disease, and all other matters affecting the public health.

*(Chapter XV.—Paragraphs 185 to 190.)*

185. The figures for vital statistics shall be sent weekly for the rural area through the District Superintendent of Police, Ajmer-Merwara, and for the urban area by the Municipality or Cantonment concerned, to the Civil Surgeon, Ajmer, who shall submit through the Assistant Commissioner a monthly statement to the Commissioner, who shall pass it on to the Chief Medical Officer for Rajputana. The Chief Medical Officer shall inform the Chief Commissioner if, from such reports or other sources, he is led to suspect the existence or imminence of famine in the district. In periods of famine it is necessary that these statistics should be punctually received, compiled and despatched to the Commissioner monthly, with such remarks and explanations as the figures exhibited may require.

DUTIES OF  
MEDICAL  
OFFICERS  
IN TIMES OF  
SCARCITY.

Monthly  
telegraphic  
mortality reports.

186. The Civil Surgeon shall submit fortnightly reports regarding the public health in both districts to the Chief Medical Officer, who shall submit an abstract of such reports fortnightly, with his opinion on them, to the Local Government. As soon as poor-houses have been opened he shall submit weekly to the Chief Medical Officer a report in Form K-II.

Weekly and  
fortnightly  
reports.

187. On the outbreak of epidemic disease the Assistant Commissioner shall, in consultation with the Civil Surgeon, arrange for the immediate despatch of a Medical subordinate to the spot.

Epidemics.

188. (a) The Civil Surgeon shall act in all matters connected with the general administration of relief under the orders of the Assistant Commissioner, and in all professional and departmental matters under the orders of the Chief Medical Officer.

Position of District  
Medical Officer.

(b) In the event of a difference of opinion between the Assistant Commissioner and the Civil Surgeon on a question affecting sanitation or the public health, the case shall be referred to the Chief Medical Officer, whose orders shall be final, pending a reference to the Local Government.

189. The Civil Surgeon shall have power to deal with misconduct on the part of medical subordinates on the permanent establishment by suspending them from duty, reporting the circumstances, with the explanation of the accused, for the final orders of the Chief Medical Officer: persons temporarily entertained may be fined or suspended by him, or, with the sanction of the Assistant Commissioner may be summarily dismissed, the Chief Medical Officer being informed of the action taken.

Powers of District  
Medical Officer.

190. The Civil Surgeon, or an officer specially appointed for the purpose, shall be entrusted with the administrative arrangements for medical relief, except the postings of medical subordinates; and shall be responsible for proper sanitary and medical provision for the sick in poor-

Duties of District  
Medical Officer.



## (Chapter XV.—Paragraphs 191 to 193.)

**DUTIES OF  
MEDICAL  
OFFICERS  
IN TIMES OF  
SCARCITY.**

houses, in kitchens, and on Relief Works. He shall personally supervise and direct the medical subordinates in the district in their professional duties, and scrutinize their accounts.

**Further duties of  
District Medical  
Officer.**

**191.** The Civil Surgeon shall, in addition to the duties already laid down,—

- (a) bring to the notice of the Assistant Commissioner any marked increase in the death-rate of any locality in times of anticipated famine ;
- (b) send to the Assistant Commissioner copies of the monthly reports prescribed by paragraph 182 of this Code, and of the weekly and fortnightly reports prescribed by paragraph 186 of this Code.
- (c) report to the Assistant Commissioner cases of death from starvation, or illness due to insufficient food ;
- (d) report to the Assistant Commissioner or Executive Engineer all matters relating to the health of the workers, or to the welfare of the sick, that require immediate notice ;
- (e) make periodical tours to see that the rules laid down in medical and sanitary matters are obeyed.

**Medical Officer for  
poor-houses and  
relief charge.**

**192.** A Medical Officer or subordinate competent for independent charge shall, if possible, be attached to every poor-house and relief charge. If the medical establishment is short-handed, native private practitioners shall be employed especially to attend the sick at night.

**Medical Officer on  
a relief work.**

**193.** The duties of a Medical Officer on a relief work shall comprise, in addition to attendance on the sick and the maintenance of order and discipline in hospital,—

- (1) daily inspection of the sanitary arrangements and the water supply ;
- (2) periodical inspection of the food offered for sale, and prohibition of the sale of injurious grain ;
- (3) periodical inspection of all persons on the work, with special attention to new-comers, weakly gangs, and nursing mothers ;
- (4) detection of the first cases of infectious and contagious disease, and the adoption of measures to prevent their spreading ;
- (5) distribution of quinine on the works to prevent malarial fever, and the supply of anti-scorbutics on the appearance of scurvy ;
- (6) report to the Officer-in-Charge of any cases in which lighter tasking or gratuitous relief or special treatment or diet is necessary.

(*Chapters XV. and XVI.—Paragraphs 194 to 197.*)

194. The Medical Officer or subordinate in charge of a work shall, under the general control of the District Medical Officer, be responsible for all expenditure and supplies except medical stores. He shall hold a permanent advance for current expenditure, which shall be recouped, as required, by the Officer-in-Charge.

NOTE.—Provision of Medical Stores is the duty of the District Medical Officer.

195. The rules for Medical Officers in charge of hospitals on Relief Works shall apply, as far as possible, to Medical Officers in charge of hospitals attached to poor-houses.

196. The hospital attached to a poor-house shall contain accommodation for half the total number of inmates of the poor-house, male and female, with detached wards for skin and contagious diseases. Hospital sheds shall be dry and well ventilated, with latrine accommodation in close proximity for cases of a serious nature.

CHARITABLE  
RELIEF FUND.

Expenditure and  
permanent advance.

Medical Officer at  
a poor-house.

Poor-house  
hospital.

## CHAPTER XVI.

### CHARITABLE RELIEF FUND.

197. When money is subscribed by the public for the relief of distress and its distribution is entrusted to Government agency, such distribution shall be made with the following objects:—

Distribution of  
money subscribed  
by the public for  
the relief of  
distress.

*Object I.*—In supplementing the recognised system of State relief,  
*e.g.*,—

- (a) by gifts of clothes and blankets;
- (b) by gifts of extra or special food, or medical comforts, to the aged or infirm, persons of respectable birth, patients in hospitals, children, and the like.

*Object II.*—In supplementing the relief of orphans, *e.g.*,—

- (i) during famine—
  - (a) by grants-in-aid to private orphanages;
  - (b) by extra comforts, of food and clothing, for orphans supported by the State;
- (ii) after the famine is over—
  - (a) by provision for the support and training of orphans left on the hands of the State;
  - (b) by grants-in-aid to societies, or institutions, supporting famine orphans.

*Object III.*—In relieving persons unwilling to accept State relief, *e.g.*,—

- (a) by free gifts or supply of work to poor, but respectable, persons and *parda-nashin* women;
- (b) by employing in their own craft artisans for whom such work has not been organized by the State, and to whom labour on ordinary Relief Works would be a hardship;

## ACCOUNTS.

(Chapter XVII.—Section 1.—Paragraphs 198 to 200.)

- (c) by grants-in-aid to private poor-houses or similar institutions ;
- (d) by maintaining or subsidizing shops for the sale of grain at cheap rates to selected persons in reduced circumstances.

*Object IV.*—In assisting with grants of money—

- (a) agriculturists in want of seed grain, plough or well-bullocks, or fodder for them, or implements of husbandry, or who require support during the interval between the sowing and the harvest ;
- (b) artisans who have lost their tools or stock-in-trade or are otherwise in reduced circumstances ;
- (c) persons leaving State relief to resume their ordinary avocations.

## CHAPTER XVII.

## ACCOUNTS.

## CIVIL.

SECTION 1.—*Provision of Funds.*

Period of  
observation and  
test.

198. During the period of observation and test any expenditure incurred by the Assistant Commissioner under paragraph 37 of the Code will be treated in the accounts as ordinary expenditure, i.e., it will not be treated as famine relief expenditure. When District Board works are utilized as Test Works, payments will be made by the District Board, and the expenditure will be brought to account under the ordinary rules of the District Fund. Expenditure on poor-houses or for the relief of wanderers through the police will in the first instance be met from the Assistant Commissioner's grant under the head "(32) Miscellaneous," "Donations for charitable purposes," "Maintenance of indigent persons," and will be drawn on the prescribed contingent bill form. If the Assistant Commissioner's allotment under this head is insufficient, he should take steps to have it supplemented by re-appropriation or otherwise. Urgent and necessary expenditure under this head must, however, be incurred, and must not be postponed till a supplementary budget allotment is received.

When famine has  
been declared, all  
expenditure to be  
debited to the head  
"Famine Relief."

199. When famine conditions have been recognised by the Local Government in any district or tract, all expenditure incurred therein in the Civil department directly on any form of relief shall be debited to the head "(33) Famine Relief."

Budget.

200. The Commissioner shall submit a detailed famine budget prepared in form L-I. This budget shall be prepared in consultation with the officers concerned, that is to say, the Assistant Commissioners, the Civil Surgeon, the District Superintendent of Police and the Executive Engineer. The Budget will only deal with main heads and figures under

(Chapter XVII.—Sections 1 and 2.—Paragraphs 201 to 207.)

ACCOUNTS.

the Departmental section. The Departmental Budget will be submitted in detail by the Executive to the Superintending Engineer, through the Commissioner.

201. The detailed Public Works Famine Budget Estimate shall be disposed of by the Secretary to the Chief Commissioner in the P. W. D., who will intimate to the Commissioner the orders passed thereon as soon as is practicable.

Disposal of P. W. Famine Budget Estimate.

202. When orders have been passed by the Local Government on the Commissioner's estimate and an assignment of funds has been made, the Commissioner shall distribute at his discretion sums sufficient to meet the requirements of the affected districts of his division, keeping a portion of his assignment as a divisional reserve to meet unforeseen demands, and communicate to the Assistant Commissioner the amount allotted for his district. The allotments shall also be communicated to the Comptroller of India Treasuries.

Distribution of Commissioner's assignment.

203. If the Assistant Commissioner finds his allotment insufficient he shall submit a supplementary application to the Commissioner, together with an estimate of the additional amount required. The Commissioner may then make a further allotment out of his divisional reserve, or, if that is exhausted, authorize the expenditure in anticipation of a further assignment of funds from the Local Government, for which he should at once apply.

Supplementary estimates and allotments.

204. The Assistant Commissioner is responsible that adequate relief is given, and the Treasury Officer shall make payment of any bill which the Assistant Commissioner certifies to be necessary for the saving of life, even though the expenditure has not been sanctioned and the allotment for the district may be exceeded. The Assistant Commissioner shall immediately report to the Commissioner for the information of the Local Government the fact that he has incurred such expenditure.

Procedure in urgent cases.

NOTE.—This provision applies also to the use of expenditure in the Public Works Department.

205. The Commissioner is authorized to make any alterations he may deem necessary in any estimate submitted to him under paragraph 200 or 203. Each estimate as finally passed by him shall be countersigned by him and returned to the Assistant Commissioner, who will thus learn the amount allotted.

Communication of allotments to Assistant Commissioners.

206. To enable the Commissioner to maintain a check over the assignments made to him by the Local Government against the amounts allotted by him to the districts of his division, registers in Form L-VI A and B should be maintained in his office.

Commissioner's register of allotments.

SECTION 2.—*Permanent Advances.*

207. When expenditure is likely to be incurred in a district on relief operations, whether the district has been declared distressed or is under observation, permanent advances on a suitable scale to be fixed by the Local Government shall be allowed to Assistant Commissioners. The permanent

Permanent advances to Assistant Commissioners.

## ACCOUNTS.

*(Chapter XVII.—Sections 2 and 3.—Paragraphs 208 to 213.)*

advance shall be employed in paying charges which from the nature of the case cannot be held over until a regular bill is cashed at the Treasury.

Charges for establishment shall not be paid from permanent advances except in the cases mentioned in paragraph 215.

**NOTE.**—The amount of the permanent advance will vary with the extent to which relief measures, under the civil authorities, especially the village relief system, are being prosecuted.

When the permanent advance is sanctioned for a district, it should be drawn by the Assistant Commissioner in one lump sum on a receipt, quoting authority and stating the purpose for which required, and distributed by cash orders to officers employed on relief operations.

Distribution of permanent advance.

**208.** Ordinarily the greater portion of the permanent advance should be made over to the sub-divisional officers or tahsildars of the affected area, who, in their turn, should distribute it among the Superintendents of poor-houses, zamindars, relief committees, officers in charge of village works and State kitchens, and to the distributors of village gratuitous relief. Out of the permanent advance a sufficient sum should be made over to the Nazir of the head office for miscellaneous famine relief charges at head-quarters, such as purchase of service labels and cost of telegrams, &c., incurred by officers actually employed in relief operations.

Acknowledgment of permanent advance.

**209.** After drawing the permanent advance the Assistant Commissioner should send an acknowledgment for the whole amount to the Comptroller, India Treasuries, for record in his office. Each officer who distributes a portion of his advance should obtain an acknowledgment from the subordinate distributing officers.

Recoupment of permanent advance

**210.** The permanent advance shall be recouped in form L-II, in the manner detailed in the Appendices.

**SECTION 3.—Method of Drawing and Accounting for Famine Contingent Charges.**

Account forms and registers.

**211.** To facilitate the checking of famine expenditure in a district the Assistant Commissioner should procure from the United Provinces of Agra and Oudh or have locally printed a stock of account forms and registers corresponding to the sub-heads printed in form L-II, and of abstract forms (which should have bi-lingual headings). The forms should be printed on paper of different colours, *viz.*, civil works, D-VI, on red; village gratuitous relief, E-III, on blue; poor-house, F-VI, on green; monthly detailed bill, L-III, on yellow, paper.

Contingent register.

**212.** At the head-quarters office a contingent register (in Civil Account Code form) should be opened, the minor and detailed heads used in the famine contingent bill Form (L-II) being maintained, and at the beginning of the register the allotments communicated from time to time by the Commissioner should be noted.

Monthly detailed contingent bill.

**213.** At the commencement of every month the Assistant Commissioner, having posted the amounts of all abstracts, and, in the case of miscellaneous and office contingencies, the amounts of all sub-vouchers, into the contingent register, should draw up in the proscribed form,

L-III, a detailed contingent bill; he should show therein the amounts drawn from the treasury or a sub-treasury during the preceding month, but in the case of the latter only those which have been included in the head-quarter treasury accounts for that month. One detailed bill only is necessary in support of all the famine contingent charges drawn during the month, and the total of all the allotments made by the Commissioner, and the expenditure, including that on establishment incurred against them, should be shown in the memorandum of allotment on the reverse of the bill. To the detailed bill should be attached vouchers for all items of expenditure above Rs. 10 in amount, and receipts for service telegrams and postage stamps. The detailed bill should then be forwarded to the Commissioner of the division for countersignature and transmission to the Comptroller, India Treasuries, before the 20th of the month following that to which the charges relate. The Commissioner will retain all sub-vouchers containing items not in excess of Rs. 100 each.

214. When relief operations in a district have ceased, the amount of each permanent advance originally distributed among the various officials should be at once refunded into the district treasury or nearest sub-treasury. To ensure this being done, a date should be fixed by which each officer should be separately called upon to refund the advance which he originally took; the Assistant Commissioner should then see that no advance is outstanding, and report the fact to the Comptroller, India Treasuries.

Refund of  
permanent advance

215. Expenditure which is debitable to famine relief should be drawn from the treasury on one or other of the following bill forms:—

Forms on which  
expenditure should  
be drawn.

- (1) Salary of gazetted officers—on salary bill forms.
- (2) Salary of establishment—on establishment bill forms: but kitchen establishments and the menial staff of poor-house establishments shall be paid from the permanent advance, the amounts being treated as contingent expenditure.
- (3) Travelling allowance—on travelling allowance bill forms.
- (4) All other kinds—on contingent bill forms.

NOTE.—In determining whether a charge is debitable to the head "Famine Relief" or to one of the other service heads of expenditure the principles laid down in paragraphs 223 and 224 should be followed.

216. Bills for establishments shall, subject to the provisions of the last preceding paragraph, be always made out in full detail on the usual bill establishment form, and shall cite the authority of the Local Government or other constituted authority under which the establishment has been entertained, except when in emergent circumstances the previous sanction of the Local Government or other authority cannot be obtained, in which cases the bill shall be paid, but the charge shall not be finally passed until the sanction of the Local Government or other authority subsequently obtained is communicated to the account office.

Establishment bill

## ACCOUNTS.

(Chapter XVII.—Sections 3 and 4.—Paragraphs 217 to 221.)

Appointment of establishment on pay of over Rs. 50.

217. All appointments to Civil relief establishment carrying pay of more than Rs. 50 per mensem of persons not in permanent Government employ should be made in a form corresponding to Form C-XI, a copy being sent to the Comptroller, India Treasuries.

Payment of grain contractor.

218. A contractor for the supply of grain shall draw out a bill, weekly or more often as prescribed by the Assistant Commissioner, for the value of the grain supplied by him, attaching the receipts for the grain so supplied to the bill, and present it to the officer by whose authority the grain was supplied. After the bill has been checked an abstract contingent bill for the amount passed may be prepared and the amount drawn from the treasury paid to the contractor, or, where such a procedure is especially enjoined, the contractor may be paid from the permanent advance.

Suggestions regarding supply of funds.

219. In view of the difficulty at times experienced of keeping a large number of villages regularly in funds, especially when they are scattered, the following suggestions are made :—

- (a) The money order system may with great advantage be used for periodical remittances, the necessary arrangements for prompt payment being made with the head post offices.
- (b) Escorts may be appointed for a circuit of villages.
- (c) Police stations and other suitable centres may be used as depôts, the money being sent there by money order or otherwise, and the payees coming there to receive it.
- (d) The services of touring officers may be enlisted to convey sums due to the villages which they are about to visit.

In the last two cases the money received from the sub-treasury should not pass through the accounts of the distributing officers, who will act in the matter merely as a post office.

Stock register.

220. A stock register in Form L-V of all furniture, tools, and plant at each village work, poor-house, and State kitchen should be kept by the officials in charge, and in it should be entered all purchases made from time to time. When relief operations are over, these articles should be sold by public auction, and the amounts realized credited to Government the sale proceeds should be entered against each item in the stock register and the register should then be submitted to the head office for check, with reference to the amounts credited to Government in the treasury accounts.

## SECTION 4.—Advances and Loans.

Advances and loans.

221. Advances and loans for land improvement, &c., shall be regulated under the general rules laid down by Government. The payment shall be debited not to famine, but to the ordinary heads provided for such disbursements. Advances and loans shall be made not from permanent advances but direct from the treasury on orders signed

(Chapter XVII.—Section 4.—General.—Section 1.—  
Paragraphs 222 to 224.)

ACCOUNTS.

by the Assistant Commissioner or other officer who may be authorized to grant such advances or loans.

## DEPARTMENTAL.

222. The accounts of all public works shall be kept and submitted in accordance with the rules laid down in the Public Works Department Code, and with instructions contained in, or issued in accordance with, Chapters VI. and VII. and Appendix C of this Code. The audit shall be under the control of the Examiner of Public Works Accounts.

Mode of keeping  
Public Works  
Accounts.

## GENERAL.

SECTION 1.—*Classification of Expenditure.*

223. When the head "Famine Relief" is opened, all expenditure incurred directly for the relief of distress shall be debited to that head. All expenditure indirectly due to famine, however plainly traceable to it (*e.g.*, compensation to Government servants for dearness of provisions or an addition to existing hospital accommodation), shall be debited to the appropriate service heads.

Direct and indirect  
expenditure.

224. As regards officers and establishments, the following rules shall be observed:—

Debit of pay of  
officers and  
establishments.

- (a) In the case of an officer or member of an establishment already in the service of Government (other than an officer in military employ proper) the salary and allowances, together with his office contingent expenditure, are charged to the ordinary service head when he is merely an addition to an existing establishment which requires strengthening owing to famine work (*e.g.*, an Extra Assistant Commissioner sent to strengthen the general district staff); but when he is detached altogether from his own regular duties and is employed exclusively on famine relief work, his salary and allowances, together with his office contingent expenditure, shall be charged to the head "(33) Famine Relief."
- (b) The pay and allowances of establishments specially entertained for, and wholly employed on, famine relief work shall, together with their contingent expenditure, be debited to the head "(33) Famine Relief."
- (c) In all cases falling under clauses (a) and (b) travelling allowance to and from the work, and also while engaged on the work, as well as pay and allowances during transit, shall be debited to the same head as that to which the salary of the official while actually employed on the work is debited.
- (d) The rules regulating the debiting the pay and allowances of officers in military employ proper deputed to famine



## ACCOUNTS.

(Chapter XVII.—General.—Section 2.—Paragraphs 225 to 227.)

duty will be found in paragraph 1038 of the Public Works Department Code, Volume I, eighth edition.

SECTION 2.—*Entertainment and Payment of Establishment.*

Entertainment of establishment.

225. (a) A general scale\* of establishment should be laid down by the Local Government for each of the several branches of relief. Within the limits of that scale the following officers shall have power to make appointments :—

*The Assistant Commissioner or the Executive Engineer*—Any appointment carrying a consolidated salary of not more than Rs. 50.

*The Commissioner or Superintending Engineer*—Any appointment carrying a consolidated salary of more than Rs. 50 but less than Rs. 200. The Commissioner or Superintending Engineer may sanction an establishment in excess of the general scale, up to a limit of 25 per cent., reporting his action immediately to the Local Government.

All other appointments require the sanction of the Local Government.

(b) The Local Government may authorize the Chief Medical Officer to obtain medical subordinates from other parts of India for employment on famine relief on such pay and allowances as he may specially determine in each case.

List of establishment.

226. No proposition statement is required for famine establishment; but lists should be kept at district offices of all appointments carrying a salary of over Rs. 10.

Inspecting officers should specially see that the number of appointments carrying a salary of less than Rs. 10 is not excessive.

Prompt payment of officials.

227. (a) In the case of a person not in Government employ, the order of appointment should state the pay and allowances of the post; and this should be regarded by the disbursing officer as the authority to pay.

(b) In the case of an official transferred from another department, the order of appointment should state the pay and allowances to which he will be entitled for famine duty. The regular last pay certificate should be sent through the ordinary channel, but a provisional certificate should be granted by the disbursing officer of the department from which he is transferred; and this should be regarded as the authority to pay by the disbursing officer of the department to which he is transferred.

NOTE.—The last pay certificate (regular or provisional) should state what allowances, if any, will cease on the transfer.

---

\* Pending any orders by the Local Government to the contrary, the scales of establishment given in the various Appendices to this Code shall be taken to be those laid down by the Local Government.

(Chapter XVII.—General.—Section 3.—Paragraphs 228 to 230.) ACCOUNTS.

- (c) The Chief Medical Officer shall notify promptly to the Comptroller, India Treasuries, the postings of medical subordinates.

### SECTION 3.—*Audit.*

228. The object of audit in times of famine is not so much to ascertain that the accounts are minutely accurate in all small points of allocation and arithmetic as to prevent fraud and waste. Object of audit.

229. Executive Officers should remember that one of their most important duties in times of famine is to check the accounts. They should pay special attention to the progress of work and expenditure on public works, to the ledgers for civil works, poor-houses, and kitchens, and to the numbers in receipt of gratuitous village relief in cash, from week to week. Instructions for inspecting officers are given, under the different heads of relief, in the several Appendices of this Code; and these instructions will direct attention to the points which require special examination. But a general control by testing *weekly* the average incidences is also most necessary. Checking accounts.

230. Bills will be drawn in the manner prescribed in the several Appendices. The following papers will be accepted as vouchers sufficient for the purpose of audit:— Bills.

Public Works ...	...	<div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(a)</div> <div style="display: inline-block; vertical-align: middle;">A copy of the cash book of a charge, with the acquittance roll and with sub-vouchers for all contingent items of more than five rupees.</div> </div> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(b)</div> <div style="display: inline-block; vertical-align: middle;">A weekly voucher for wages and cash allowances in Form C-IV.</div> </div> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(c)</div> <div style="display: inline-block; vertical-align: middle;">A copy of the hospital account.</div> </div> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(d)</div> <div style="display: inline-block; vertical-align: middle;">A copy of the kitchen account.</div> </div> </div>
Civil Works ...	...	(a) The abstract Form D-III.
In the case of those carried out by official agency ...	...	(b) A copy of the cash book, with sub-vouchers for all contingent items of over ten rupees.
Gratuitous village relief and casual relief under paragraph 138 of the Code ...	...	The abstract Form E-III.
Relief under paragraph 136 of the Code ...	...	The abstract Form E-IV.
Casual relief by the police ..	..	The abstract Form E-V.
Poor-houses ...	...	<div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(a)</div> <div style="display: inline-block; vertical-align: middle;">The abstract Form F-V.</div> </div> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">(b)</div> <div style="display: inline-block; vertical-align: middle;">A copy of the cash book, with sub-vouchers for all contingent items of over ten rupees.</div> </div>
Kitchens ...	...	A copy of the cash book.
Miscellaneous relief ...	...	Simple receipts on forms prescribed by the Assistant Commissioner, showing clearly the objects for which the expenditure has been incurred

## ACCOUNTS.

(Chapter XVII.—General.—Section 3.—Paragraphs 231 to 235.)

## Rules regarding objections.

231. (a) No objection should be taken to any voucher because it is in vernacular, but, as far as possible, the purport of vouchers should be written in English.

(b) Objections should be kept distinct, each being given a separate number, which should invariably be referred to in all correspondence on the subject.

## Disposal of objections.

232. As regards objections, the Assistant Commissioner or Executive Engineer (where he himself is the immediate disbursing officer) has power to dispose of any objection which relates to an item of not more than Rs. 10. The Commissioner, the Superintending Engineer, or the Executive Engineer (in all matters in which he himself is not the immediate disbursing officer) has power to dispose of any objection which relates to an item of Rs. 100 ; an objection which relates to an item of more than Rs. 100 should go to the audit officer.

## Petty discrepancies.

233. The preceding paragraph does not relate to discrepancies in vouchers, such as are due to arithmetical errors. In these the Commissioner or Superintending Engineer is empowered to disregard an error of 4 annas in any case, and, where the vouchers are for amounts in excess of Rs. 25, to disregard errors up to 1 per cent. but not exceeding Rupee 1.

## Retention of sub-vouchers.

234. Sub-vouchers will be retained as under :—

(a) The Executive Engineer will retain sub-vouchers for items not exceeding Rs. 10 when he is himself the immediate disbursing officer.

(b) The Superintending Engineer, or the Executive Engineer when he is not himself the immediate disbursing officer, shall retain sub-vouchers for items not exceeding Rs. 100.

(c) The Assistant Commissioner shall forward sub-vouchers for all items of famine expenditure above Rs. 10 in amount.

## Balances not to be excessive.

235. It is the duty of inspecting officers to see that cash balances are not excessive.

## APPENDICES AND FORMS.



## APPENDIX A.

---

### RULES REGARDING REPORTS REQUIRED BY THE GOVERNMENT OF INDIA ON CURRENT AGRI- CULTURAL CONDITIONS AND PROSPECTS, AND WHEN FAMINE IS APPREHENDED OR PREVALENT.

---

(Vide Government of India Revenue and Agricultural Department  
(Famine) Resolution No. 4-10-1 dated the 1st March 1905).

#### A.—REPORTS REQUIRED IN ORDINARY TIMES.

##### *Weekly Telegraphic Report on Season and Crops.*

I. A telegraphic summary for the Province of the weekly reports submitted by District Officers on the state of the season and the prospects of the crops should be despatched so as to reach the Government of India not later than Thursday in each week.

II. The summary should present a sufficiently complete and accurate picture of the position in the week under report to enable the Government of India to form a true opinion on the agricultural situation and prospects of the Province; and it should be so drawn up as to admit of being published in the *Gazette of India* without revision or further reference to the provincial authorities. The circumstances of individual districts should be referred to as sparingly as possible, these details being reserved for publication in the local Gazettes.

The report should notice (1) the amount and general character of the rainfall of the week, and the tracts in which the total rainfall of the season has been insufficient; (2) according to the season, the progress of agricultural operations, the state of the standing crops, and the prospects and probable outturn of the harvests; (3) any serious damage done to crops by insects, blight, hailstorms, drought, floods, or other natural calamities; (4) the condition of agricultural stock, and the sufficiency or otherwise of pasturage, fodder and water supplies; (5) the state of the grain-market and the pitch and tendency of the prices of food-grains. When prospects seem serious the explanations furnished under the provisions of the Famine Codes by District Officers of abnormally high prices of food-grains should be briefly incorporated in the telegram. The condition of the opium crop should be specially noticed, and the same practice may be followed in regard to other crops of commercial importance. Local Governments may add any further particulars which may be considered necessary.

III. Intelligent compilation of the summary is especially demanded. The use of vague or stereotyped phrases week after week should not be permitted, and expressions which necessitate a reference to previous reports, such as "crop prospects unchanged," "no change in prospects"

*(Appendix A).*

with the exceptions previously noted" should be avoided: each report should be so framed as to be complete in itself. The main object of these reports is to show how far the condition and prospects of the crops, stocks, and prices vary from the normal, and they should be worded accordingly. Such phrases as "Sowings have commenced in places," "Harvesting has begun," "Prices are almost stationary" give little information. What the report should show is, whether sowings are, as compared with normal conditions, satisfactory, or late, or restricted; whether harvest prospects and outturn are good, fair or poor; whether prices are high or low, rising or falling; and so on. The Director of the Department of Land Records and Agriculture should be made responsible for seeing that a uniform and well regulated system of recording the facts above indicated is maintained. The use of local vernacular terms, being unsuited to reports intended for general information, should be entirely avoided.

IV. The District reports should be published in the local Gazettes. Their main object is to show from week to week, in a brief and succinct form, the actual conditions and prospects of agriculture in each district as compared with the normal, including the condition of the cattle and the supply of fodder and water.

V. Separate copies of all season and crop reports, whether weekly, monthly or half-yearly, published in the Gazettes of Local Governments, should be posted regularly to the Revenue and Agricultural Department of the Government of India, for information and record.

*Annual Abstract of Relief Works Programmes.*

VI. By the 1st of June in each year an abstract should be submitted to the Government of India of the famine relief works programme of each district, showing the number of persons for whose employment, in the event of famine, provision has been made. The statement should be in Form F appended.

---

**B.—REPORTS REQUIRED WHEN FAMINE IS APPREHENDED AND DURING THE PREVALENCE OF FAMINE.**

*Preliminary Reports.*

VII. Whenever, owing to a deficiency or failure of the rainfall, agricultural prospects become serious, and apprehensions of distress arise, the Government of India should be furnished with a special report on the state of affairs. The report should review the economic condition of the district or group of districts affected; the outturn of recent harvests; the nature and the extent of the anticipated failure of crops; the probable intensity and duration of distress and the contingencies on which they depend; the classes most affected; the position as regards local trade, communications, food-stocks, prices, fodder and water-supply, etc.; the precautionary steps taken to organize measures for dealing with distress; the state of the relief programmes; the probable extent

*(Appendix A).*

to which the land revenue demand may have to be postponed or remitted; and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure, so far as they can be estimated at the time. A similar preliminary report should be supplied for any new districts or groups of districts which may become affected subsequent to the submission of the first preliminary report.

VIII. The preliminary report should be furnished as soon as it is possible for the Local Government to form a general estimate of the position, and should not be delayed for detailed or exact statistical information, the object being to give the Government of India the earliest information practicable as to the likelihood of relief measures being required. If the statistical data are not complete, a fuller report should be furnished in continuation of the preliminary report as soon as the materials are available. Any marked change in the situation for better or worse should be immediately reported by telegram.

*Weekly Telegrams and Returns.*

IX. The first indication of a probable failure of the harvest or scarcity in a Province should be communicated in the weekly telegraphic "season and crops" reports. Whenever the state of affairs becomes so strained that the opening of test or relief works appears likely to be necessary, the fact should be distinctly stated in the weekly telegraphic reports; and when test works have been opened, the districts in which they are situated and the number of persons attending them should be reported.

X. When the test stage has been passed and relief measures have actually commenced, a separate famine telegram should be despatched to the Government of India weekly so as to reach their head-quarters not later than Thursday in each week. It should state the aggregate number of persons in receipt of relief in the Province under the following heads, but without details of age or sex :—

- (1) Number of workers on test and relief works of all kinds (excluding dependants).
- (2) Number of persons in receipt of gratuitous relief of all kinds including the dependants of workers relieved on works.
- (3) Total number of persons on relief.

The figures should be the daily average for the period covered by the latest weekly relief return; but if this cannot conveniently be given, the number on the last day of the week may be substituted. In telegraphing the figures, the following abbreviations may be used—*"Works," "Gratuitous," "Total."*

XI. The weekly famine telegram should also record the price, in government seers per rupee, as it stood on the last day of the week under report, in each district, or group of districts, in which famine relief



*(Appendix A).*

operations are in progress, of the staple grain upon which the famine wage for the time being is calculated in that district or group.

*Note.*—There is no need to specify the staple, and the addition to the telegram may conveniently take the following form : “Prices—Poona and Bijapur 8, Sholapur 8½.” When the staple or the price varies from place to place in the same district, an average will suffice, or the price of the principal staple.

XII. Although statistics are not required under rule X for each district, but only for the province as a whole, it will be convenient that when distress occurs in entirely different parts of the Province, the affected districts in each part should be grouped together, and separate statistics telegraphed for each group. If famine relief measures are in progress in any Native States under the political control of the Provincial Government, separate relief statistics under the prescribed headings should also be supplied, as far as possible, for such States collectively.

XIII. The inclusion of a district or State for the first time in the affected area, whether of a province or group, and, similarly, the removal of a district or State, as no longer affected, from the affected area, should be communicated in the weekly telegram.

XIV. In addition to the statistical information required by the preceding rules, the weekly famine telegram should contain general information as to changes in the condition of the people and the state of affairs in the affected areas, *e.g.* :—

- (1) Whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.
- (2) Whether the people are resorting freely to relief works, clinging to their homes or concentrating in towns. Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.
- (3) The physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally.
- (4) The sufficiency of relief measures, and any special measures such as the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water-supply, etc.
- (5) The state of the public health, and the prevalence of epidemics.
- (6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.

*Note.*—An example of a weekly telegraphic famine report will be found in Appendix (b), page 73.

XV. Details by districts (and Native States) of the relief figures reported in the weekly telegram under rule X should be despatched in Form E appended, so as to reach the Government of India not later than the Tuesday following the despatch of the telegraphic report.

*(Appendix A).**Monthly Reports.*

XVI. In addition to the weekly telegraphic reports, a monthly written report, for British districts only, should be furnished to the Government of India as long as relief measures are in progress. It should ordinarily consist of three tabular statements in the Forms A, B and C appended.

*Note.*—After it has been despatched to the Government of India, the monthly report may be published in the local Gazettes should the Provincial Government so desire. It should be submitted to the Government of India in print, with the usual number of spare copies.

XVII. The statements should be accompanied by a map in which affected tracts should be approximately indicated by a blue colour in two shades, light blue signifying slightly affected and dark blue seriously affected tracts.

*Note.*—Skeleton maps of uniform size and character will be supplied on indent by the Imperial Survey Department for the purpose of this rule.

XVIII. In the page for remarks attached to the monthly statement A, information should briefly be given under the various heads indicated. Details by districts are not required. The remarks should be a condensed summary, for the whole area affected, of the principal facts reported in the district relief reports submitted to the chief authority controlling famine relief operations.

XIX. With the first monthly report, a statement should be furnished in Form D, showing the area and population of the tracts affected by famine and scarcity, and a forecast of the expenditure on relief, etc. A revised statement, in the same form, should be supplied when any marked alteration occurs in the position, or the estimates require to be reconsidered in the light of fuller information.

XX. The report for each month should be despatched to the Government of India, whether complete or incomplete, in the first half of the next month, either by the Government of the Province, the Famine Commissioner (when one is appointed), the Board of Revenue, or other Revenue authority as the Local Government may determine. Deficient information may be subsequently submitted, either in the next monthly report, or in a separate letter.

*Special Reports.*

XXI. The following matters should be separately represented, as occasion may require, in special reports, which should be submitted in sufficient time to enable the Government of India to make any provision of funds or establishments which may be necessary:—

- (a) The extent to which suspensions or remissions of land revenue which have been ordered or may be in contemplation, are likely to affect the estimates of land revenue receipts.
- (b) If there is any reason to believe that the Provincial funds will prove insufficient to meet the exigencies of famine, the extent to which Imperial aid is likely to be required.

*(Appendix A).*

- (c) The extent to which the Provincial staff requires to be increased by drafts from Imperial Departments or otherwise.

XXII. Immediate information by telegraph should be furnished to the Government of India of any disturbance in the nature of a grain riot. The telegram should indicate, as far as possible, how far the disturbance was serious, what measures were adopted to put it down (whether for instance the aid of the Military was required), and how far loss of life and property resulted from it. In serious cases, fuller details may be reported by post; where the case is of trifling importance, the telegram should conclude with the words "no further report seems necessary."

XXIII. When there is reason to believe that subjects of Native States are immigrating into British territory to any unusual or considerable extent owing to distress, the Government of India should be informed of the facts and of the name of the State or States concerned. Similar action should be taken when British subjects are found to be migrating to Native States.

*Final Report.*

XXIV. On the conclusion of a period of famine, a review of famine relief operations should be prepared for publication and submission to the Government of India. Subject to any alteration or amplification which the Local Government may think advisable, the report should contain information under the several heads mentioned in Appendix (a). The report should specially notice to what extent the works executed by famine labour are of a permanent character and distinct public utility, or to what extent their value is temporary and their public utility doubtful. They should be tabulated and classed into "major" and "minor" works, and also according to their character as, for instance, construction or repairs of unmetalled roads, metalling or remetalling of roads, collecting metal, railway earthwork, irrigation embankments, canal excavation, construction, improvement or repairs of tanks, and the like, and careful estimate should be made of the value, at ordinary public works rates, of the work executed by famine labour, compared with the actual cost. In the section of the report dealing with the influence of railways and irrigation works in the mitigation of distress, a careful estimate should be given of the value of the crops saved by Government irrigation works in each district which suffered from drought; and any other evidence which may be forthcoming of the directly protective effect of State irrigation works should be recorded.

XXV. The table accompanying the report should include statistics of the numbers of persons on relief in each district, in each month or each fortnight, from the commencement to the end of the famine, classified according as they were relieved on works, as dependants of workers, in poor-houses or kitchens, or in their homes. The ratios of persons so

*(Appendix A).*

relieved to the total population of each district, or affected portion of each district, should also be given; and also the respective numbers of men, women and children receiving relief. The imports and exports of food-grains, the course of prices, the rainfall and the mortality of the people, should also be statistically exhibited.

*Other Reports.*

XXVI. Any reports, other than those required by these rules, which may be prescribed by the Local Governments for their own information, need not be formally transmitted to the Government of India; but they desire to be regularly supplied informally, and in anticipation of their later appearance in the monthly volume of proceedings, with a copy of all important famine reports and orders as soon as they are printed.

## (Appendix A.)

## A.

## FAMINE STATEMENT FOR THE MONTH OF

(See Rules XVI and XX).

[NOTE.—To be submitted to the Commissioner by the Assistant Commissioner not later than the 7th of the month following that to which the information relates.]

N.B.—Numbers of persons on relief to be shown in thousands.

(To be submitted to the Government of India within the first half of the next month.)

District.	Area.	Popula- tion in thousands.	Affected Area.	Estimated Popula- tion in thousands of column 1.	NUMBER OF WORKERS ON RELIEF WORKS ON LAST DAY OF MONTH.						NUMBER OF PERSONS ON GRATUITOUS RELIEF.						GRAND TOTAL OF NUMBER OF PERSONS ON RELIEF.			Price of one or more principal food-grains in seers per rupee.		
					Class I (Special Gangs).	Class II (Diggers).		Class III (Carriers).		Class IV (Working children).	Total Workers.	Dependants of relief workers relieved on works.		Relieved in villages, kitchens, poor-houses, etc.		Men.	Women.	Children.				
						Men.	Women.	Men.	Women.			Men.	Women.	Children.	Total.							
1	2	3	4	5	6	7	7 (a)	8	8 (a)	9	10	11	11 (a)	11 (b)	12	12 (a)	12 (b)	13	14	15	16	17

NOTE.—The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report. Special relief to weavers and artisans should be included in column 12.

## (Appendix A).

*Remarks to accompany Famine Statement A for the Month of**(See Rule XVIII).*

On this page should be recorded, very briefly, information as to :—

(1) private relief.	
(2) village and poor-house relief.	
(3) general character of relief works.	
(4) steps taken to supplement insufficient programmes of relief works.	
(5) physical condition of the people.	
(6) food stocks.	
(7) importation of grain.	
(8) general condition and prospects of affected area.	
(9) changes in rates of wages.	
(10) extent to which selection in admissions to relief works is being carried out.	
(11) increase or decrease authorized by the Local Government in the standard wage.	
(12) cattle mortality due to scarcity of fodder and water.	
(13) emigration or immigration.	
(14) any other matters of importance which will not delay the despatch of the statement beyond the 15th of the following month.	

Under "physical condition of the people" as clear an explanation as possible should be given of any increase over the normal death-rate of the month, as shown in Statement C, or of the month previous, and the result of investigation of "starvation" deaths should be stated (see instructions to Statement C).

B

FAMINE STATEMENT FOR THE MONTH OF

(See Rule XVI).

[Note.—To be submitted to the Commissioner by the Assistant Commissioner not later than the 7th of the month following that to which the information relates.]

(To be submitted to the Government of India, within the first half of the next month.)

District.	NUMBER OF UNITS FOR WHOM RELIEF CAN BE PROVIDED BY WORKS REMAINING ON THE PROGRAMMES ON DATE OF REPORT. (In thousands.)						TOTAL FAMINE RELIEF EXPENDITURE FROM COMMENCEMENT OF RELIEF OPERATIONS. (In thousands of rupees.)					LOANS AND ADVANCES SINCE COMMENCEMENT OF RELIEF OPERATIONS. (In thousands of rupees.)			Revenue suspended or remitted. (In thousands of rupees.)
	On public works.	On non-departmental works.	On private works.	Total.		Date up to which account is made up.	On relief works	On gratuitous relief	Other famine expenditure.	Land Improvement Loans Act.	Agriculturists' Loans Act.	Other advances.			
				Part A sanctioned programme.	Part B emergency programme.										
1	2	3	4	5	6	7	8	9	10	11	12	13	14		

NOTES.—(1) Some relief works will have been more or less exhausted since the last programme was published and others will have been provided for entry in the programme next to be published. The net result should be shown in columns 2 to 6. The total of columns 5 and 6 should equal the total of columns 2 to 4.  
(2) Columns 7 to 10 should show the total expenditure classed under the head of famine relief, according to the registers maintained by the District Officer, except advances for relief works which should come into column 13.  
(3) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.  
(4) A "Unit" means one person relieved for one day.

(Appendix A).

C.

FAMINE STATEMENT FOR THE MONTH OF  
(See Rule XVI.)

[NOTE.—To be submitted to the Commissioner by the Assistant Commissioner not later than the 7th of the month following that to which the information relates.]  
(To be submitted to the Government of India within the first half of the next month.)

District.	Population of District	Normal mortality of the month, i.e., number of deaths calculated on the mean death-rate for the month, exclusive of plague.	ACTUAL NUMBER OF DEATHS DURING THE MONTH FROM—				DEATH-RATE PER 1,000 OF POPULATION.		REMARKS.
			All causes.	Plague.	Cholera.	Starvation.	Monthly normal, exclusive of plague.	Actual death-rate during the month from all causes, exclusive of plague.	
1	2	3	4	5	6	7	8	9	10
TOTAL ...									

INSTRUCTION I.—This statement should be prepared for the calendar month. The average or mean death-rate for the month (column 8) should be calculated on the mortality returns of the previous ten years (excluding famine years) wherever this is possible. A brief explanation should be given in the page for Remarks of any great excess of the death-rate over the average, or of deaths from starvation.

II. The following only should be classed as "starvation" deaths in column 7:—

(1) Deaths of destitute wanderers and unknown people who are found dead on the roads or in the open country, and whose bodies show signs of want and emaciation, and not signs of any particular disease.

(2) Deaths in hospitals and poor-houses certified by the local medical officer or subordinate to be due to pure starvation.

(3) Deaths in towns and villages, other than the above, which are returned by the reporting agent as apparently due to starvation, and not to other causes. Reporting agent's should be told, as a rough guide, that starvation may be assumed to be the cause of death, if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.

The district authorities should cause all deaths under (1), (2) and (3) to be further investigated before the end of the next ensuing month and should report the results in the page of monthly report devoted to "Remarks."





## (Appendix A).

## E.

FAMINE STATEMENT FOR THE WEEK ENDING

(See Rule XV.)

No.	Name of District or State.	Area.	Population.	RELIEF WORKS.			Number on Test Works.	Total on Works.	GRATUITOUS RELIEF.			Grand Total.
				Workers.	Dependants.	Total.			Poor-houses or kitchens.	Village doles and other relief.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13
	British Districts.											
	Total ...											
	Native States.											
	Total ...											

I. Special relief to weavers and artisans should be included in column 11.

II. In a foot-note it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.

III. Where figures are wanting or incomplete, the fact should be stated in a foot-note.

IV. No District or State should be removed from columns 2 and 3 till all forms of Government famine relief have been finally closed in it.

(Appendix 4).

## F.

(See Rule VI and Circular  
No. 15, dated 30th July 1904.)

## ABSTRACT OF RELIEF WORKS PROGRAMMES FOR THE YEAR

(To be submitted to the Government of India not later than the 1st June of each year.)

District.	Popula- tion.	MAXIMUM NUMBER OF UNITS FOR WHICH RELIEF IS REQUIRED.		NUMBER OF UNITS PROVIDED FOR BY RELIEF WORKS ON THE PROGRAMME.										REMARKS.
				PART A—SANCTIONED PROGRAMME.				PART B—EMERGENCY PROGRAMME.						
		Actual maximum of recent famines.	Estimated maximum of future famine.	Sanctioned public works.	Non-depart- mental works for which schemes have been prepared.	Private works for which schemes have been prepared.	Total sanc- tioned programme.	Public works not yet sanctioned.	Non-depart- mental works for which schemes have not yet been prepared.	Private works for which schemes have not yet been prepared.	Total Emergency Programme.	Total both Programmes.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

NOTE.—Numbers to be shown in thousands. A "unit" means one person relieved for one day. Thus if work is provided for 50,000 people for April, May and June (91 days), provision is made for 50,000 x 91 = 4,550,000 units.

## (Appendix A.)

## APPENDIX (A).

*Headings for Final Provincial Famine Reports. (See Rules XXIV, XXV.)*

- I. The economic and agricultural condition of the affected tract before the famine.
- II. The cause of the famine, and the extent of the failure of the harvests.
- III. The area, population and classes affected, and the degree of distress.
- IV. General narrative of the commencement, progress, and close of the famine.
- V. Relief measures and administration: organization of the relief system; Public Works relief; Non-departmental relief; Charitable relief.
- VI. Statistics and cost of relief, and nature and utility of works constructed with famine labour.
- VII. Indirect relief: the suspensions and remissions of land revenue and other dues; loans and advances.
- VIII. Food stocks, trade and prices, and the effect of high prices on crime.
- IX. Public health, and the mortality of the famine period.
- X. Immigration and emigration.
- XI. Water and fodder supply, and the preservation of the cattle.
- XII. Influence of railways and irrigation works in the mitigation of distress.
- XIII. General remarks on the working of the Famine Code; the measure of success attained; the attitude of the people; the future outlook.

## APPENDIX (B).

*Example of a Weekly Famine Telegram.*

Distress severe in Gujarat but slight in affected districts of Deccan. Will probably increase in both tracts when cotton-picking ceases. Surat and Palanpur added to affected area. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Rajputana immigrants. People on relief generally in good condition and relief measures adequate. No disinclination to resort to relief works apparent. Public health good, except for cholera epidemic in Surat, where necessary remedial measures have been taken. Private charity active in towns, and cheap grain shops established. Liberal suspensions of land revenue granted, and loans being freely advanced for purchase of fodder and deepening of wells. Trade active, traffic requirements being fully met. Prices of food grains high but stationary, except in Gujarat, where rising. Prices: Deccan 12 to 15, Gujarat 8 to 10, Native States 9 to 12 seers per rupee.

Numbers on relief in thousands. British districts:—Deccan: works 156, gratuitous 26, total 182. Gujarat: works 345, gratuitous 82, total 427. Native States: works 66, gratuitous 18, total 84. Large rise in Broach owing to completion cotton harvest.

(Form A-I.)

**FORM A-I.****WEATHER AND CROP REPORT FOR THE WEEK ENDING.....**

(Vide Para. 7 of the Code and Rules II and III of Appendix A.)

**(1) Rainfall.**

(Amount and general character of the rainfall of the week and the tracts in which the total rainfall of the season has been insufficient).

**(2) (a) Progress of Agricultural Operations.****(b) Standing Crops.****(c) Harvests.**

(State if satisfactory or not; and note the state of the standing crops and the prospects and probable out-turn of the harvests. State whether sowings are, as compared with normal conditions, satisfactory, or late, or restricted; whether harvest prospects and out-turn are good, fair, or poor).

**(3) Damage.**

(State if any serious damage done to crops by insects, blight, hailstorms, droughts, floods or other natural calamities).

**(4) (a) Agricultural Stock.****(b) Pasturage, Fodder and Supplies of Water for Cattle.**

(Notice condition of agricultural stock and the sufficiency or otherwise of pasturage, fodder and water supplies).

**(5) Prices of Food Grains.**

(Notice the state of the grain market and the pitch and tendency of the prices of food grains. State whether prices are high or low, rising or falling; and so on).

Prices.....Ajmer.....Merwar.

(Form A-I.)

(6) *In times of Scarcity.*

(Whenever the state of affairs becomes so strained that the opening of test or relief works appears likely to be necessary, the fact should be distinctly stated, and when test works have been opened the districts in which they are situated and the number of persons attending them should be reported).

Number of persons on Test Works in ... { Ajmer.....  
Merwara.....

(7) *Opium and Crops of Commercial Importance.*

(The condition of these to be separately noticed.)

(8) *Emigration to, or Immigration from, neighbouring States.*

(Approximate number of emigrants and immigrants should be given.)

(9) *Infectious Diseases.*

(Notice number of attacks and deaths from Cholera, Small-pox, or other infectious diseases in any part of the District, state whether the disease is increasing or decreasing in comparison with the previous week).

COMMISSIONER,  
Ajmer-Merwara.

*Note.*—When prospects seem serious the explanations furnished under the provisions of the Famine Codes by District Officers of abnormally high prices of food-grains should be briefly incorporated in the report. The condition of the Opium crop should be separately noticed, and the same practice may be followed in regard to other crops of commercial importance. Local Governments may add any further particulars which may be considered necessary.

[Form A-I (a)].

## FORM A-I (a).

## WEEKLY FAMINE TELEGRAM.

(Vide Rules X to XIV of Appendix A.)

1. *Aggregate Number of Persons in receipt of Relief in the Province :—*

(1) Number of workers on Test and Relief Works of all kinds (excluding dependants) in	{	Ajmer.....
		Merwara.....

(2) Number of persons in receipt of gratuitous relief of all kinds (including the dependants of workers relieved on works) in	{	Ajmer.....
		Merwara.....

(3) Total number of persons on relief

*Note.*—The figures should be the daily average for the period covered by the latest weekly relief return, but if this cannot conveniently be given, the number on the last day of the week may be substituted. In telegraphing the figures, the following abbreviations may be used :—

(" Works," " Gratuitous," " Total.")

II. <i>Price in Government seers per Rupee as it stood on the last day of the week under report, in each district in which famine relief operations are in progress, of the staple grain upon which the famine wage for the time being is calculated in</i>	{	Ajmer.....
		Merwara.....

(*Note.*—There is no need to specify the staple, and the addition to the telegram may conveniently take the following form :—

Prices—Ajmer 9, Merwara 8½ :  
when the staple or the price varies from place to place in the same district, an average will suffice, or the price of the principal staple).

[Form A-I (a)].

*III. Changes in the Condition of the People and the State of Affairs in the Affected Areas, e.g. :—*

- (1) Whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.
- (2) Whether the people are resorting freely to relief works, clinging to their homes, or concentrating in towns. Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, etc.
- (3) The physical condition of the people on relief, particularly of the women and children and of the labouring and cultivating classes generally.
- (4) The sufficiency of relief measures, and any special measures, such as the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water supply, etc.
- (5) The state of the public health and the prevalence of epidemics.
- (6) The need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met.

COMMISSIONER,

Ajmer-Merwara.

(Note.—An example of a Weekly telegraphic famine report will be found in Appendix (b).)

The inclusion of a district for the first time in the affected area, whether of a province or group, and, similarly, the removal of a district as no longer affected, from the affected area, should be communicated in the weekly telegram).





(Form A-III.)

FORM A-III.

[Vide PARAGRAPHS 11 TO 16 (INCLUSIVE) OF THE CODE.]

Programme of Public Works in the

District  
Division for the year 190

[To be submitted by the Executive Engineer, after consultation with the Assistant Commissioner to the Commissioner by the 15th March in each year.]  
[To be countersigned by the Commissioner after consultation with the Superintending Engineer and submitted by the Superintending Engineer to the Chief Commissioner by the 15th May.]

District.	Popula- tion.	Serial number of work.	Name of work.	SANCTIONED WORKS.						UNSANCTIONED WORKS.						REMARKS.	
				LARGE WORKS (WORKS EMPLOYING ONE OR MORE CHARGES*).			SMALL WORKS (WORKS EMPLOYING LESS THAN A FULL CHARGE*).			LARGE WORKS (WORKS EMPLOYING ONE OR MORE CHARGES*).			SMALL WORKS (WORKS EMPLOYING LESS THAN A FULL CHARGE*).				
				Estimated cost at ordinary rates.			Estimated cost at ordinary rates.			Estimated cost at ordinary rates.			Estimated cost at ordinary rates.				
				Of whole work.	Of portion available for relief.	Number of units who can be em- ployed.	Of whole work.	Of portion available for relief.	Number of units who can be em- ployed.	Of whole work.	Of portion available for relief.	Number of units who can be em- ployed.	Of whole work.	Of portion available for relief.	Number of units who can be em- ployed.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

\* A charge equals 5,000 famino relief workers.

Notes.—(a) The entire Programme should, if possible, provide employment for 1 per cent. of the population for 6 months. Vide section 14 of the Code.

(b) Columns 7, 10, 13 and 16 should be totalled for each district and for the division.

(c) If through paucity of sanctioned works the number of persons entered in columns 7 and 10 is small in proportion to the total number for whom provision is made under columns 13 and 16, measures should be taken to bring more works under sanction as soon as possible, and information should be given in the Remarks column as to the steps which are being taken.

(d) If any of the works entered above were commenced during the last famino, the fact should be noted in the Remarks column.

(e) The progress, if any, made in the execution of sanctioned works should be noted in the Remarks column.

(f) The general character and utility of the works, and the prospect of their completion, either within or soon after the period of distress, should be noted in the Remarks column.

(Form A-IV.)

FORM A-IV.

[Vide PARAGRAPHS 17 TO 24 (INCLUSIVE) OF THE CODE.]

Programme of Village Works in the

Direct Division, for the year 190 .

[To be submitted by the Assistant Commissioner to the Commissioner by the 15th March in each year.]

[An abstract of these lists to be submitted by the Commissioner to the Local Government by the 15th May.]

District.	Population.	Serial number of work.	Name of Work.	Civil Works.		Aided, i.e., works to be carried out with the aid of Government grant.				Unaided, i.e., works to be carried out at the sole cost of private persons.		Names and residence of persons ready to manage the works.	Names and residence of persons ready to undertake financial responsibility for the works.	Remarks.
				Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.	Estimated cost at ordinary rates.	Number of units who can be employed.			
1	2	3	4	5	6	7	8	9	10	11	12	13		

NOTE.—(a) For the numbers to be provided for, vide section 21 of the Code, which requires that if possible the programme should provide employment from 7½ per cent. of the population for 6 months.  
(b) If the numbers in columns 8 and 10 are small, steps should be taken as soon as possible to encourage landowners and others to undertake responsibility for private works, and information should be given in the Remarks column as to the steps which are being taken.  
(c) Columns 6, 8, and 10 should be totalled for each district and for the division.  
(d) The general character and utility of the works should be briefly noted in the Remarks column.  
(e) In the abstract submitted by the Commissioner to the Local Government a brief note of the extent to which persons are ready to manage the works or undertake financial responsibility for them will be sufficient.

(Form A-V).

FORM A-V.

[Vide PARAGRAPH 45 OF THE CODE.]

Area and Population affected and Estimate of the Number of Persons for whom relief is likely to be required in the District.																		
Total area.	Total population.	Area affected.	Population of area affected.	Maximum number of persons for whom relief on works is likely to be required.		NUMBER OF UNITS PROVIDED FOR IN THE PROGRAMMES.										Estimated expenditure of all kinds.		Remarks.
						PUBLIC WORKS.				VILLAGE WORKS.								
				Large works (works employing one or more charges.*)		Small works (works employing less than a full charge*).		Civil works.	Private works.		On any aggregate, i.e., total number of units.	On or in connection with works (excluding dependants).	On or in connection with gratuitous relief (including dependants on works).					
				Sanc-tioned.	Not sanc-tioned.	Sanc-tioned.	Not sanc-tioned.		Aided.	Un-aided.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

\* A charge = 5,000 famine relief workers.





(Form B-I).

*III.—Particulars of Relief from non-State Funds administered by  
Government Officers.*

[Vide Chapter XVI of the Code.]

Object.							Expenditure.
I	...	...	...	...	...	...	
II	...	...	...	...	...	...	
III	...	...	...	...	...	...	
IV	...	...	...	...	...	...	
Total							...

*Assistant Commissioner.*

NOTES EXPLANATORY OF STATISTICS ABOVE.

Enter here any notes regarding expenditure from private funds not included in State expenditure, etc.  
*Progress Report on Famine Relief Operations in the District*

*for the fortnight ending Saturday the 190 .*

*N.B.*—It is especially desired that the remarks of reporting officers under each head may be compressed in the space allotted against each head.

- (1) (a) The condition of the people and state of crops.  
(b) Range of prices of food-grains.  
(c) Sufficiency of supplies in markets.  
(d) Increase or decrease of rate of mortality compared with normal rate.  
(e) Increase or decrease of crime: nature of prevailing crime.  
(f) Wandering (if any) of families.  
(g) Immigration from Native States.

(2) Character of public works open; defects (if any) in management; condition of workers; proportion of persons in weakly gangs or of those individually tasked under paragraph 97 of the Code to the total number on works and their condition; the percentage of the full wage earned by the workers; proportion of dependants to workers; the condition of nursing mothers; proportion of children dependants to adult dependants.

(3) Village works; their nature and sufficiency; classes of people employed on them.

(4) Comments on any increases or decreases of numbers on relief works or gratuitously relieved as compared with previous fortnight.

(5) Arrangements regarding village relief; numbers on lists; character and sufficiency of agency for working it. If the numbers on gratuitous village relief exceed 3 per cent. of the population, explanation of excess.

(6) Poor-houses; State kitchens: their working.

(7) If numbers on gratuitous relief of any kind supported by Government funds (dependants on works, in poor-houses and kitchens, and village relief) exceed one-third of the total number on relief of all kinds, explanation of excess.

(8) Formation of relief committees; amount and utilization of private subscriptions; use of non-official agency generally.

(9) Working and sufficiency of relief organization; general remarks.

(10) Remarks (if any) on Statement III above.

(11) Forecast of probable condition of district in ensuing fortnight, including forecast of expenditure on—(a) Works, including dependants (Chapter VI); (b) Village relief and Kitchens (Chapter VIII); (c) Poor-houses (Chapter IX); (d) Artizans (Chapter XII); (e) Non-State funds (Chapter XVI); f Police and other relief.

## (Appendix C).

## APPENDIX C.

## PUBLIC WORKS.

The duties of the Public Works Department and its officers in connection with relief works fall under the following heads:—

	<i>Paras.</i>
I.—General organization and establishment ... ..	1—6
II.—Equipment of a charge ... ..	7—8
III.—Funds and supply of coin ... ..	9—12
IV.—Drinking water and disinfecting water-supply ... ..	13—18
V.—Market and food ... ..	19
VI.—Field hospitals ... ..	20—22
VII.—Hutting ... ..	23—24
VIII.—Conservancy ... ..	25
IX.—Disposal of dead bodies ... ..	26—28
X.—Epidemic disease ... ..	29
XI.—Organization of relief labour. The gang ... ..	30—35
XII.—Tasks ... ..	36—37
XIII.—Wages ... ..	38
XIV.—The daily routine of work. Reports and accounts ... ..	39—47
XV.—Checking work, numbers, and payments ... ..	48—53
XVI.—Notes on the Formation of a Famine Relief Camp ... ..	54

## I.—GENERAL ORGANIZATION AND ESTABLISHMENT.

1. Relief workers should be made up into gangs of approximately 30 “workers” under a “mate,” who will wear a badge with the index number of his gang, and will also be supplied with a flag with the same number on it in large figures. The dependants of each gang will probably number 7 to 10 persons, nearly all of them being children under 10 years of age. Ten such gangs will be formed into a “party” under a “muharrir.” Seventeen such parties will form a relief “charge.” A “charge” will thus contain, approximately, 5,000 workers in addition to their dependants, or probably about 6,500 persons altogether. These numbers should be the basis of calculation in estimating the establishment, tools, and other necessities to be provided for the numbers which the Assistant Commissioner has estimated will probably require relief from month to month. If the number of workers in a charge exceed 6,000, further enlistment to it must stop, and a fresh charge must be opened at once, the old charge being called a “closed charge” till recruitment is re-opened. The new charge may be on a different part of the same work, or on another work at no great distance, but it must be a new charge, with its own equipment and establishment complete.

If the charge contains fewer than 2,000 persons, some reduction in the establishment laid down in the table at para. 2 following will be needed, and a selected Work Agent from the Public Works Department permanent establishment may be put in sole charge.

If possible, a new charge should be opened at the head-quarters of an existing charge. The establishment and equipment should be assembled there, the excess workers of the existing charge transferred to the new, and the new charge then marched on to its own work or works. The organization of the existing charge is thus utilized in giving the new charge a start. The assistance received in this way is so marked that the point is one of great practical importance.



## (Appendix C).

2. The complete staff of a charge will ordinarily be as follows :—

Number.	Officials.	Monthly Salary.	REMARKS.
1	Officer-in-Charge or Famine Naib Tahsildar.	75+15 Horse Allowance.	When the charge comprises more than one work, the Officers-in-charge will be assisted on the outlying works by an assistant appointed by the Executive Engineer, if possible, from among the Revenue subordinate staffs. The salary of these officials will be Rs. 25 to Rs. 30. Security to the amount of Rs. 1,000 will be taken from Officers-in-charge who are not in the regular service of Government. To be supplied by the Medical Department.
1	Hospital Assistant	... {	If the charge contains less than 3,000 persons on one work, one "Work Agent," who should be a Public Works Sub-Overseer, will be appointed. If there are more than 3,000 persons two Work Agents will be needed.
1	Compounder		
	Work Agents ... ..	40 to 50	This man will have to give a cash security of Rs. 300.
1	Clerk qualified to act as Sub-Cashier under the "Officer-in-charge" .. ..	30 to 35	
1	Accounts clerk to keep accounts in English, who must have sufficient knowledge of accounts to enable him to keep the Cash Book and compile the accounts properly ... ..	30 to 35	
1	Disbursing clerk (called the Gang-Moharrir) for approximately 500 relief workers ...	10 to 15	
1	Tools Muharrir or Storekeeper	15 to 20	
6	Vernacular Mustering Clerks, one for every two gangs, omitting the two gangs mustered by the Gang-Moharrir ... ..	8	
	Four Chaukidars (Bhumias), for the Treasure Chest and two for the Store ... ..	6	
5	Peons ... ..	6	Attached to Head-Quarters Staff.
1	Mate in charge of the water arrangements with two or more men of the special class under him ... ..	6	
1	Jamadar of sweepers, in charge of the sweeper establishment ...	6	
	Extra Mates or Mistris, if required, for assisting the Work Agent, or for supervising special classes of work, will be sanctioned by the Executive Engineer in the ordinary way.		
10	Sweepers at As. 2 per day.		

*(Appendix C).*

3. (a) The Officer-in-charge should ordinarily be a Naib Tahsildar or officer of similar standing on the regular establishment of Government deputed by the Commissioner, and placed at the disposal of the Public Works Department. He is subordinate to the Executive Engineer, and is responsible for the general conduct of the work and for the organization of the people with a view to the preservation of order and the distribution of relief. His duties are described in paragraph 83 of the Code and further detailed in this Appendix.

(b) Work Agents will be appointed by the Executive Engineer, subject to the approval of the Superintending Engineer, on salary as in paragraph 225 of the Code. The appointment should always be made in Form C-XI. The duties of Work Agents are to lay out work in advance, to have profiles ready where necessary, to measure up and record the work done by each gang or each individual, to calculate the wages to be paid for the work done, to see that work is properly finished up behind the gangs, and to assist in all other matters requiring professional knowledge. He should pay particular attention to the correct apportionment of carriers to diggers in accordance with local requirements, and should see that the workers work properly and understand the methods and rates of payment (*jaisa kām waisa dām*). The Work Agent should be acquainted with the regulations as to conservancy and the water and market arrangements. The duties of Sub-overseers are the same as those of a Work Agent.

(c) Muharrirs will be appointed by the Executive Engineer or his duly authorized Sub-Divisional Officer. Every endeavour should be made to appoint army reservists and pensioners. Their duties will depend on the kind of work to which they are appointed. The duties of the gang muharrirs are to keep up the muster rolls prepared by the registering muharrir, entering the total and individual wages paid, to prepare the daily abstracts, to do the greater portion of the counting out and payment of wages, to look after the tools in their charge for which they are responsible, to see that the mates keep up the muster rolls on the work, to see that the people understand the methods and rates of payment, to know the mate's number and the number of the gang, to be acquainted with the rules as to conservancy and the water and market arrangements, and to assist in such other way as may be required of them. They should be present when gangs are being made up. One muharrir should be foreman of the water arrangements. Another should be in charge of the kitchen for feeding dependants. It is sometimes advisable to employ two of the muharrirs solely as paymasters (or *bakshis*) for the whole charge. In such case, the men so employed should be transferred weekly from one charge to another to prevent collusion between them and the mates and the other muharrirs.

(d) Mates will ordinarily be selected from among the workers by the members of a gang who should be required to make the selection themselves. Should they fail to select a suitable man the Officer-in-charge will do so. Mates should be classed as A class workers and their

*(Appendix C).*

names should be entered in the muster rolls. They should be intelligent men chosen for their position and their faculty of exercising control. Labour recruiters should not be chosen as mates. The duties of a gang mate are to see that the people work properly, understand the methods and rate of payment, the rules as to conservancy, the water and market arrangements, know their gang number and are well drilled in seating themselves in classes ready for muster at the word of command "muster ho." He shall make payments when he is directed to do so by the muharrir, and should keep the muster roll permanently with him on the work. One of the mates should be an experienced "tindal" for marking out the work set out by the Sub-overseer or Work Agent. His gang of 10 to 20 men should all be intelligent, professional labourers, accustomed to the work, and may be paid as A class workers. Another should be a mate-sweeper in charge of the sweeper gang.

(e) The clerk, tahvildars and store-keeper should be respectable and intelligent men qualified to perform the duties they will be expected to discharge. Ordinarily security should be taken from them. The clerk should be able to keep his accounts in English. The tahvildars should be able to act as vernacular clerks, and the store-keeper should be able to keep the accounts of all tools and stores in his charge. They will be appointed by the Executive Engineer.

(f) The chaukidar of the treasure chest and tools should be carefully selected by the Officer-in-charge and appointed by the Executive Engineer, Bhumias to be preferred if available.

(g) The wages of such carpenters and blacksmiths as are required for keeping in repair tool handles and tools should be charged to tools and plant.

4. As long as there are only three or four separate charges open in a district, the Sub-Divisional Officer can look after them himself, but when there are more than that number and less than six charges, he will require the assistance of a Visiting Inspector of the standing of a Public Works Upper Subordinate, whose services will be obtained on indent from the Executive or Superintending Engineer. The Visiting Inspector will act under the orders of the Executive Engineer. It will be his duty to go round his parties in succession, spending three days with each when possible, to correct all faults in organization (especially the proportion of carriers to diggers), to check the numbers and payments, test the quantity and quality of work, assist in aligning new works, and otherwise assist the Sub-Divisional Officer. When it is impossible to depute a Public Works subordinate for these duties, a temporary Visiting Inspector will be appointed by the Superintending Engineer, ordinarily on a consolidated salary (including travelling allowance) of Rs. 100 to Rs. 150, and on the terms stated in Form C-XI.

5. When the Assistant Commissioner estimates that there are likely to be more than 40,000 persons on the public works in a district for a period of not less than three months, the Superintending Engineer

## (Appendix C).

should immediately apply to the Local Administration for the services of officers of the Royal Engineers or the Indian Army, in the proportion of one officer for every 25,000 persons over the first 25,000. The services of these officers should be obtained as soon as possible. They will be posted to the Public Works Department Circle, and should constantly inspect all departmental relief charges within the tract of country to which they are appointed, and report on, and rectify, so far as possible at the time, all errors found by them. They should keep up and submit weekly diaries to the Executive Engineer, as also their travelling journals. They will submit inspection notes from time to time in Form C-IX, and in accordance with the instructions on that form. So long as they are Inspecting Officers they have no authority to take the initiative in executive matters excepting in a case of urgency. To fully utilize their services, they will ordinarily be appointed as Sectional Officers over certain areas containing, or expected to contain, not less than four relief charges. With reference to the relief works under their charge, they will have the general management of all the charges in their sections and full authority and responsibility under the Executive Engineer. Sectional Officers will have nothing to do with the compilation of accounts or returns, but all other orders and correspondence must come from them, or pass through them. It is an important part of their duties to, as far as possible, decrease the weight of correspondence falling on the Executive Engineer.

6. The Superintending Engineer should take measures to obtain the appointment of officers of the Engineer establishment, or Honorary Assistant Engineers, to districts in which it is desirable to employ Military Officers as Sectional Officers.

## II.—EQUIPMENT OF A CHARGE.

7. The following will be the first equipment of tools and plant, &c., required for each new charge :—

Name of Article.	Number required.	APPROXIMATE		Head of Accounts charged to.	Remarks.
		Rate.	Cash.		
		Rs.	Rs.		
* <i>Phaordhs</i> or <i>kodols</i> ...	2,000	1.5	3,000	T. and P.	Digging tools and baskets in excess to meet a possible rush of workers.
† Picks and pickaxes ...	500	1.5	750	"	
Axes ...	10	0.6	6	"	
Gang flags, white ...	150	0.1	15	Misc. Conts.	About 2' x 1' and of a triangular shape, with number of gangs on the gang flags.
Water flags, blue ...	50	0.1	5	"	
Conservancy flags, yellow ...	100	0.1	10	"	
Recruiting and headquarters flags, red.	20	0.5	10	"	The recruiting flag to be 8' x 4'.
<i>Khāruca</i> cloth belts for mates and peons.	150	0.3	45	"	Mates' belts and gang flags to have the numbers of the gangs (1 to 100) worked on them in white or red cotton sheeting.

\* If the charge is to be employed on stone-breaking or collecting *lanzar*, substitute sledge and breaking hammers, and some crowbars, for nearly all the *phaordhs*.

† The proportions of picks to *phaordhs* will depend on the nature of the earth: in very soft soil the whole of the digging tools should be *phaordhs*; in stony or very hard soil the number of picks may have to be twice as great or more, and the *phaordhs* will then be proportionately less than above. The Executive Engineer should carefully consider what his wants will be.

## (Appendix C).

Name of Article.	Number required.	APPROXIMATE.		Head of Accounts charged to.	Remarks.
		Rate.	Cash.		
		Rs.	Rs.		
Baskets ... ..	6,000	4-0%	240	Misc. Conts.	Provision for future supply required.
Iron treasure chest ...	1	50-0	50	T. and P.	For silver coin.
Wooden money chest ...	2	10-0	20	"	For copper coin.
Iron buckets ( <i>dols</i> ) for drawing water ... ..	20	0-7	14	"	The round-bottomed country <i>dol</i> .
Iron tanks or wooden casks, on wheels ... ..	10	5-0	50	"	
Kerosine tins fitted with handles ... ..	200	0-5	100	"	
Time-piece ... ..	1	5-0	5	"	
Five-feet measuring bamboos	100	0-1	10	"	The feet merely marked with saw cuts.
Fifty-feet measuring tapes...	3	4-0	12	"	
<i>Munj</i> string for setting out work ... ..	1 maund	10-0	10	Misc. Conts.	
Shelter screens 6' x 4' ...	1,000	0-3	300	"	
Iron boilers, for cooking <i>khichri</i> ... ..	10	20-0	200	T. and P.	Iron <i>karahis</i> , about 2½' diameter and 8" deep.
Iron ladles do. ... ..	10	0-2	2	"	Fixed in wooden handles.
Bags, netted string, for money	10	0-5	5	Misc. Conts.	For rupees.
" canvas, about 2' x 1'...	16	1-0	16	"	For the muharrir's wage bags.
" <i>khāra</i> cloth, about 8' x 4' ... ..	100	0-1	10	"	For distributing bags.
Twine for above ... ..	1 <i>seer</i>	1-0	1	"	
Tents—Pals, 8' x 10' ...	3	35-0	105	T. and P.	For staff.
Muster-roll tins, 13" long, 2" diameter ... ..	100	0-2	20	"	
Kitchen tickets, 3' x 1½" ...	5,000	1-0%	50	Misc. Conts.	
Permanganate of potash ...	5 lbs.	1-8	9	"	For disinfecting wells.
Forms of accounts as per Chapter XVII, and Forms C-I, II, III, V, VI, VII, IX, X, XI ... ..	...	...	...	"	
Stationery, headquarters and muharrirs, &c. ...	...	...	10	"	
Four copies of the Famine Code bound in common cloth covers ... ..	...	...	...	...	
Total ... ..	...	...	5,080	...	

8. To provide against a rush on the works, every new charge should have work marked out and a supply of tools sufficient for 10,000 persons when it opens, so that, in the event of a rush, the surplus numbers can be drafted with a supply of tools, &c., on to a new charge on the same work, or to another work opened for the purpose, with the Assistant Commissioner's sanction and assistance. If there is no rush during the first 10 days or so, tools for 5,000 workers should be kept on the work and the surplus sent to any new work about to open, or any other work.

## (Appendix C).

which may be in want of them at the time. In all road and embankment work a supply of 500 wooden *thāpis* for breaking up clods will be required for the weekly workers. These should be of the pattern in local use, but rather light, and should be made up in advance on the spot, or wherever most convenient to start with.

### III.—FUNDS AND SUPPLY OF COIN.

9. The credit order will be obtained in the usual way. The Executive Engineer will submit his indent for funds to the Examiner of P. W. Accounts in Form A following. The problem is to keep the relief works in funds on the spot without a large floating balance in process of transit. An imprest of over Rs. 1,000 is forbidden; and as on any large work, with a full charge, the expenditure will ordinarily amount to Rs. 450 per day, the imprest will be of little use. The Officer-in-charge must keep a cash book; but he may not have a separate credit in the treasury. The following procedure should be followed:—

Funds shall be supplied to the Public Works Department by means of letters of credit issued in favour of the officers concerned on the application of the Examiner of Public Works Accounts. The officers shall draw money from the Treasury, as they require it, by cheques against their letters of credit and shall submit their accounts of expenditure to the Examiner according to the rules of the Public Works Department.

10. The Executive Engineer, in consultation with the Assistant Commissioner, should select convenient sub-treasuries as paying centres and warn the Treasury Officer of the probable funds required there during the month. He should himself start each new charge, if possible, keeping the Officer-in-charge in funds while there. A few days' open work will show how things are going. When leaving the charge the probable expenditure for the next week (or, if the work is situated at a great distance from the Executive Engineer's office or the sub-treasury, for the next fortnight) should be computed and the Officer-in-charge given enough money to keep him going for that time. After that a watch on his daily reports (Form C-X) should be kept, and before he is out of funds, his expenditure for the next week should be calculated and a cheque for the amount sent to him, and he should send to the sub-treasury for the money as soon as it is required. For this purpose a register should be opened in Form B below in the Executive Engineer's office. Full allowance should always be made for the surplus balance necessary to meet expenses during the period between the grant of a cheque and the payment of wages, as well as a margin for any probable increase in the numbers seeking relief. This register should be checked, and if necessary, corrected every week by comparison with the weekly cash balance.

## (Appendix C).

11. Each charge should have one iron safe—the Roorkee pattern of safe does very well; it is about  $2\frac{1}{2}' \times 1\frac{1}{2}' \times 1\frac{1}{2}'$  high. There should also be two wooden chests, iron-bound and tin-lined, with two hasps and padlocks. Size of chests,  $2\frac{1}{2}' \times 2' \times 2'$  high. One of them should remain on the work and hold the piec, the other should be used in transporting money from the treasury. If the chest is not tin-lined, the piec fall through the cracks which occur in green wood.

12. At least three weeks' supply of copper coin should be available in local treasuries to begin with. At first it will mostly soak into circulation and disappear; but after a short time it will begin to flow back in exchange for silver; after the works have been going for six or eight weeks, the rupee will frequently be at a premium and *baniyas* will then give something more than 16 annas in copper for the silver rupee. With a little tact and arrangement it is possible to induce the local traders to collect and bring in all the copper coins they receive. No expenditure on account of commission is allowed.

FORM A.—*Indent by Executive Engineer.*

Balance after receipt of the last letter of credit or cheque, number , dated	Cheques subsequently granted.			Closing Balance.	Funds required	Remarks
	Number.	Date.	Amount.			
Rs.			Rs.	Rs.	Rs.	

NOTE.—A brief statement explaining the demand for funds should be entered in the Remarks column.

FORM B.—*Name and Number of Charge.*

Date.	Opening balance.	Expenditure.	Amount of Cheque granted (if any).	Closing Balance (columns 2 and 4 minus column 3).
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.

NOTE.—This register should be checked every week by comparison with the cash balance.

## IV.—DRINKING WATER AND DISINFECTING WATER SUPPLY.

13. To keep the water supply pure it is necessary to guard all the adjacent wells from contamination for some days before a charge is open. Some respectable, cleanly, and reliable man of good caste should

be selected and made foreman of the water arrangements. He should have a sufficient number of Brahman and Kahar mates, Kahar carriers, and Brahman drawers and distributors under him. He should take possession of all wells close to the future work a week or so ahead of the workers, disinfect them at once (for which purpose he should be kept supplied with a few two-ounce packets of permanganate of potash), fence them round with a light bamboo trellis, and at once put each in charge of a Brahman with one or more assistants and arrange so that these men will draw water for any one who requires it, but they must allow no one else to do so, or even to come on the well platform. From that time till the workers leave the locality every such well should remain in charge of the same set of men, and they should never allow any other person to dip a *lota* into it, or to stand on the platform.

14. The foreman will require about 10 iron buckets (*dols*) of the country shape (with a round bottom) for drawing, and about 60 kerosine tins for carrying water. This will probably be enough to commence with, but the proportions will differ with the distance of the wells from the work, and in any case the staff and plant will probably have to be increased at one time or another.

15. The actual distribution of water is best effected by setting up *pianos*, or drinking-places, at short distances apart. A galvanized iron cylinder 3 feet long and 2 feet in diameter or a wooden cask of the same size should be set up, a little aslant, on a low mud platform. By the side of it a narrow sheet-iron trough some four feet long should be set up on two stakes, on a slight incline, with the further end about two feet above the ground. This trough should invariably be of iron, never of wood. These drinking places should be distributed in the manner most convenient for the workers and close to their work; along a road work it is most convenient to place one at every second furlong and close to the road, but not within 20 feet of it. A similar procedure should be adopted in the case of tank and other works.

16. The cylinder will be filled from the kerosine tins (earthen *gharás* must never be used) by the water Kahars, and by them alone; no one else should touch it. By its side will sit the distributor of good caste and when any one comes for water, he will fill his brass pot, or *lota*, and pour water into the man's jar, or pot, by means of the trough. He must never pour directly into any man's pot but always into the trough and thence into the pot placed below the trough and filled from it. It is important to have the trough well above the ground, so that it may not be touched by the jars or splashed from them. It is important to have the trough of iron, because, if it does happen to get infected, it will by rust and heating in the sun almost certainly disinfect itself in a short time. It is important to discourage the practice of drinking direct from the trough, as it may cause infection, and always involves waste of water. Every mate should be told to see that his gang keep themselves well supplied with *gharás* for the storage of water, and smaller pots for



## (Appendix C).

drinking; if they have not got them, they are apt to drink directly from the trough in the day, and to wash, and even drink, at dirty ponds or tanks at night or in the early morning.

17. Where possible water-carts should be regularly moved at frequent intervals up and down the works. A Brahman should distribute the water from these carts.

18. If there are more wells than are required, the unused ones should be guarded, as should also be all doubtful or tainted wells. All wells in use should be disinfected with permanganate of potash once a week. The permanganate of potash should be purchased wholesale, ready made up in two-ounce packets, packed 40 in a box, which will thus contain five pounds. Wells should always be used in preference to tanks. All these precautions are of vital importance to the public health.

18 a—If wells are far apart and a doubtful one has to be used, it should be disinfected with permanganate of potassium according to Professor Hankin's instructions reprinted below. So also if cholera should break out. If water has to be carried a long distance, it will be found best to carry it in galvanized-iron water cylinders fitted with brass cocks and mounted on a cart. Wells should always be drawn on in preference to tanks, if within a practicable distance. When the source of supply is a stream or river, the drinking water should be drawn from a well or wells sunk in its bed or bank, or from a point well up stream, when the water should be protected from pollution for as great a distance as possible.

*Directions for treatment of Wells with permanganate of potassium as a means of checking epidemics of cholera, by E. H. Hankin, Esq., Chemical Examiner and Bacteriologist, United Provinces of Agra and Oudh.*

"Permanganate of potassium is a crystalline salt-like substance of a purple colour, in whose preparation only mineral substances are employed. Hence its use in wells need not be objected to by the strictest Hindu.

"Put one or two ounces of the solid substance into a *dol* or bucket that has been filled with water drawn from the well about to be treated. Stir it up, and pour the red solution thus produced into the well, leaving the portion of permanganate that is not yet dissolved at the bottom of the *dol*. Lower the *dol* into the well, fill it with water, draw it up, pour back the water as before. Repeat the process till all the permanganate has been dissolved. After half an hour draw up some of the water and examine it. If a red colour is still present, enough has been added. If the red colour has disappeared then more permanganate should be added to the water in the well. In all cases enough permanganate should be added to produce a faint red colour lasting for 24 hours.

"If the water in the well is bad, more permanganate will be necessary. In such a case it will be found that the strong red colour at first produced quickly changes to brown and then fades away. This is because the permanganate destroys dirt and is destroyed by it. Therefore if the

*(Appendix C).*

water in the well is clean, a smaller quantity of permanganate will be necessary. From one to four ounces of permanganate will be found enough for ordinary wells. If more permanganate is added than is enough to produce a faint permanent red colour, it is likely that frogs that may be in the well will be killed. This will in a few days give the water a putrid taste. If the quantity of permanganate is not enough to produce a faint permanent red colour, it is not likely to do any good. If possible, the permanganate should be added at night in order to leave the wells undisturbed as long as possible. The water will be fit to drink on the following morning. If on the following morning a red colour is still present, the water may have an unpleasant taste, but it is perfectly harmless. If the inhabitants do not like the taste, they should be instructed to pump out the water until the colour vanishes. Always care should be taken to treat with permanganate all the wells in the place, not only those used for drinking, but also those used for washing purposes. Care should be taken to explain to the inhabitants the reason of using permanganate, and they should be warned against using water from other sources that have not been treated. If one well is required for immediate use, perhaps it would be advisable to add to it a quantity of permanganate and to employ blistis to draw out the water until the colour has disappeared, but this well should again be treated with permanganate on the following day when the other treated wells are brought into use.

"Usually water is kept stored in the houses for washing or other purposes in *gharís*, etc. This should be poured away, and if possible, the inhabitants should be persuaded to wash out their *lotas* and other vessels with water containing permanganate. Unless this is done, isolated cases of cholera are likely to occur even four or five days after the treatment of the wells. I have had experience of a case in which a woman was attacked with cholera after treatment of wells, because she was frightened of touching the red water in the well, and drank water that had been stored in the house and that had been taken from the well before the addition of the permanganate."

*Simple methods of sterilizing water and storing it for drinking purposes.*

"In reply to your No. 4-229, dated the 8th instant, I have the honour to state that I consider boiling the simplest and most reliable method of sterilizing water for drinking purposes, and the addition of about six grains of alum to the gallon the readiest means of precipitating suspended matter. To carry out these measures effectively the alum should be added in the morning and the cleared water drawn off and heated in the evening, being kept at boiling point for at least ten minutes. After cooling down during the night, it is ready for issue the following morning. The best method of storing it is in locked galvanized iron drums provided with taps, and it should be carried to the fields in kerosine tins.

"(2). When boiling is impracticable Condyl's fluid should be added until the water acquires a permanently slight pink tint."

## (Appendix C).

## V.—MARKET AND FOOD.

19. Every large work should have a small market consisting of two rows of huts made of shelter screens, with a 20-foot roadway between them and a fence of light bamboo trellis round them with openings at the ends of the street. Respectable *baniyas* and traders should be admitted free. The market should be patrolled by a *chaukidár*. A list of the prices of the day should be hung up in the market. The quality of the food should be frequently examined, and immediate action taken against anyone found selling unsound food. The unwholesome small pea called *khasari* or *kesari* should not be admitted into the market. The food trade on a full-sized famine relief charge is greater than that in any ordinary small town, and if facilities are given to respectable local traders, they will be careful not to lose them by selling unsound food, or worrying the people with needlessly frequent changes in their prices. The following advantages can be offered, among others, in exchange for fair trading :— A small grass hut in the market for a shop ; free carriage of grain from the nearest mart, if the trader is willing to sell at the current rates of that mart ; prompt and free exchange of all his copper into silver paid into the local treasury to his credit. These advantages will ordinarily attract the traders. In exceptional cases requiring exceptional treatment the Assistant Commissioner will make special arrangements by contract or otherwise.

## VI.—FIELD HOSPITALS.

20. When a famine camp is situated in the neighbourhood of an existing branch dispensary (say within two miles), no special hospital arrangements will ordinarily be required at the camp itself, as the hospital assistant and staff of the dispensary can itinerate through the camp daily, attending on the spot to trifling cases ; persons seriously ill should be conveyed to the dispensary, where the accommodation, if insufficient, can be increased to any extent by the addition of grass huts. Should disease break out in epidemic form, however, a separate hospital assistant will probably be required. Assistant Surgeons or Hospital Assistants deputed to Public Works are subordinate to the Executive Engineer, but in professional matters they are under the control of the Civil Surgeon. The staff required for a relief charge is one hospital assistant, one compounder or dresser, one cook, and one sweeper. A water carrier and other menials can always be obtained from the camp and need not be specially entertained, but must work exclusively for the hospital.

21. The Officer-in-charge should construct a field hospital when directed to do so by the Civil Surgeon. Two hospital huts 25' x 16' with walls 8' high should be provided—one for males and one for females. Two isolation huts each 10' x 10' are also required. There should be a hut for the hospital assistant, divided into two rooms, of which one will serve as a dispensary. A hut should also be provided for the hospital kitchen. Two small mat enclosures—one for males and one for females—should be put up at a little distance from the hospital to act as latrines

## (Appendix C).

for the patients. If the huts are surrounded by an enclosure wall, one side of the wall should be of mud or clods, with a gateway in the middle to enable the patients to escape in the event of fire. An abandoned hospital should be immediately burned to the ground: if it has held patients suffering from any epidemic disease, the site should be sprinkled with about six cubic feet of quicklime, sifted evenly over it, the whole being well sprinkled over with water until the lime is thoroughly wet. The Officer-in-charge should inspect the hospitals at frequent intervals.

22. The following scales of medicines, hospital necessities, &c., will ordinarily suffice for a field hospital:—

Corbolic acid, pure	...	...	...	...	4 oz.
Potash permanganate...	...	...	...	..	1 lb.
Sulphuric acid	...	...	...	...	1 „
Carbonate of ammonia	...	...	...	...	2 lbs.
Distilled water	...	...	...	...	2 bottles.
Nitrate of silver	...	...	...	...	4 drachms.
Bismuth subnit.	...	...	...	..	8 oz.
Castor oil	...	...	...	...	6 bottles.
Chlorodyne	...	...	...	...	4 oz.
Liquor ammon. fort.	...	...	...	...	8 „
Oil anisi	...	...	...	...	2 „
Oil menth. pip.	...	...	...	...	2 „
Pill scillæ co.	...	...	...	...	4 „
Pulv. ipecac. co.	...	...	...	...	1 lb.
„ kino. co.	...	...	...	...	1 „
Quinine sulph.	...	...	...	...	3 lbs.
Sodæ bicarb.	...	...	...	...	2 „
Spt. ether sulph.	...	...	...	...	1 lb.
„ ammon. aromat.	...	...	...	...	1 „
Tinct. catechu	...	...	...	...	1 „
„ iodi.	...	...	...	...	1 „
„ oppii	...	...	...	...	1 „
Tinct. zingiber	...	...	...	...	1 lb.
Vini. ipecac.	...	...	...	...	1 „
Vaseline	...	...	...	...	2 lbs.
Zinchi sulph.	...	...	...	...	4 drachms.
Rum	...	...	...	...	6 bottles.
Clinical thermometers	...	...	...	...	2
German silver catheters, Nos. 2, 4, 6, 8	...	...	...	...	1 each.
A field tourniquet.					
A reel of silk.					
1 reel of plated wire.					
Lint	...	...	...	...	1 lb.
Country tow	...	...	...	...	5 lbs.
A pocket dressing case.					
Dispensary scales and weights.					
Pestles and mortar (composition)					
Slab for making pills.					
Spatula.					
Measure glass (4 oz.)					
„ „ (minim).					
„ „ pewter (1 oz.).					
Bottles (medicine) with corks (8 oz.)	...	...	...	...	2 dozen.
„ „ „ (4 oz.)	...	...	...	...	2 „
Gallipots, country	...	...	...	...	1 dozen.

## (Appendix C).

The necessary furniture for the dispensary will be a camp table, a chair, and a strong wooden box  $3' \times 2' \times 2'$ , provided with a padlock.

Blankets must be purchased for the sick—three for each patient.

---

## VII.—HUTTING.

23. The workers will ordinarily require very little shelter excepting in the winter, or in some districts when the hot winds become dangerous. For shelter there is nothing better practicable on a large scale than screens about 6 feet long by  $4\frac{1}{2}$  feet wide, made of very open bamboo trellis work, *strongly* tied, and thatched with about one inch thickness of any thatching grass available. Two such screens will shelter six to eight persons. *Sirki* screens may be more readily obtainable than grass in some places and will do as a substitute. Every work will have a number of men who can be profitably employed in making the screens. It may often prove sufficient to supply the people with the material and allow them to make up their own shelter. The actual provision of shelter should be carefully kept down to the lowest requirements, as the people will absorb and waste it to any extent so long as they have not to pay for it. When shelter becomes necessary the screens should be given out to mates of gangs, and the nature of the hutting will depend to a great extent on local circumstances.

24. Officials connected with the works for whom tents cannot be provided should be hutted in small grass huts with the walls plastered with mud on the inside, and all other surfaces whitewashed, both inside and out, with a thin wash of clay and lime, in about equal proportions, as a protection against fire. The huts should be 9 feet by 9 feet, with the ordinary pent roof prolonged 3 feet beyond the door end of the hut. The two roof *tattis* and four wall *tattis* should be made in sections, so that they can be readily dismantled and re-erected. The whitewash and the mud plaster should be renewed at intervals. The sides need only be 4 feet high; any extra height required can be got by digging out the floor. It may be observed that a hut with a dug-out floor is markedly cooler than one on the ground level with the full height of its wall exposed to the winds. The local staff of each "charge" should be generally hutted in this way; similar accommodation should be provided for use of Visiting Inspectors and Sectional Officers or others inspecting the works. The latter huts may be of a somewhat larger size and should be situated in positions carefully selected with a view to effective and convenient supervision. A smearing of clay and cow-dung on the outside will protect them from being damaged by starving cattle. Care should be taken in regard to the workers' huts that they are regularly laid out, and that each hut is distant 10 feet from the other, while between each row of huts an interval of 30 feet should be allowed.

## (Appendix C).

## VIII.—CONSERVANCY.

25. The conservancy of every hospital should be carried out by its own staff of sweepers under the directions of the officer in medical charge. For the staff there should be the usual latrine of screens and ditch. On works near a large town there should be similar latrines for the workers. On works not near a large town a line of yellow flags, about 100 yards apart, should be set out on each side of every road work and round every tank or quarry work, and every camp and hospital, and at a distance of not less than 150 yards from the work or camp. The ground within these flags must be kept clean of all nuisances, and a few sweeper-patrols should be posted to insist on the workers going at least outside the flags in their morning walks. The people should generally go to the east or to the leeward of the work and away from the water supply; but if there is a village near on that side, they should be made to go in the other direction. The police cannot be spared for this work or advantageously employed on it.

---

## IX.—DISPOSAL OF DEAD-BODIES.

26. The disposal of the dead is an important matter. The workers will not attend to it properly. At every three or four miles of a relief work there should be a burying-place for Hindus and another for Muhammadans. The two places should, if possible, be on some locally accustomed spot; they should be far apart, and neither should be near a village, nor within half a mile of the work. Each should have a small staff.

27. If friends are willing to dispose of corpses according to their various customs, they may be assisted with free firewood or ready-dug graves; but in other cases the body must be buried. At the police guard or other convenient place, there should be arrangements for the burial, free of charge, of every Hindu body which friends did not bind themselves to burn, or otherwise dispose of. For the Muhammadan cemetery there should be one or two grave-diggers, preferably of the *Beldar* class, who should keep a certain number of graves ready dug. The graves should be not less than five feet deep, and the dead should be completely and decently covered in. Unclaimed bodies should be taken charge of by the police and buried.

28. If this organization is ready from the first, it can, on the occurrence of an epidemic, be extended to any required extent. If a skeleton organization is not ready beforehand, it cannot be improvised in the rush of an epidemic. In epidemics it is difficult to find wood enough to burn the bodies but every effort should be made to provide it.

*(Appendix C).*

## X.—EPIDEMIC DISEASE.

29. On the occurrence of epidemic disease like cholera, the camp should move at once to another section of the work, to a distance, if practicable, of at least five miles, and all such movements should be provided for in advance, the water supply being specially selected and preserved against pollution some days beforehand, whether the move is on account of an epidemic or otherwise.

On the outbreak of cholera or other epidemic, the camp to be immediately moved to a distance of at least 5 miles.

The Civil Surgeon himself will at once, on the occurrence of epidemic disease, visit the camp and advise the Officer-in-charge, reporting the occurrence by wire to the Chief Medical Officer.

The Civil Surgeon to advise the Officer-in-charge.

## XI.—ORGANIZATION OF RELIEF LABOUR. THE GANG.

30. A relief work should be started as follows:—The work having been ready marked, the Officer-in-charge and the principal men of his staff should be on the spot, after having gone through all points of organization. There should be a guard of four chaukidárs for the money chest, and to give assistance in other ways. The tools should be kept in an enclosure near the work with a thorny wall or fence round it, the store-keeper being hutted in it with his note-book of issues and receipts ready by him. Somewhere close to the tools depôt, at about 200 yards from the head-quarters camp and the same distance from the work, there should be a large red flag on a tall bamboo; this is called the recruiting-flag, and marks the recruiting-ground to which new-comers are told to gather together as they arrive; and here the gangs are made up. The early morning is full of work, and therefore gangs are best made up in the forenoon, commencing at about eight o'clock, the workers being started on the work in the afternoon. While the gangs are being made up the future gang muharrirs should be present.

31. The recruiting-ground should have in it a clear space 150 feet long by 100 feet wide, lock-spitted into lines of squares 10 feet by 10 feet, divided by paths five feet wide, running lengthways from end to end of the space, which should thus contain seven lines of squares separated by six paths; each line contains 15 squares and the whole space 105 squares. The whole arrangements should be under the charge of a registering muharrir, whose duty it is to sort all new comers entitled to admission under paragraph 79 or 108 (α) of the Code, into village groups and family groups; a family group, or two or more such groups of fellow-villagers, should be seated in a square; and all the persons from one village in contiguous squares. The relief provided by paragraph 125 of the Code should invariably be given at once to all persons arriving on the work in need of it.

32. The arrangements should be ready by eight o'clock in the morning, before the Officer-in-charge arrives, and that officer should then

## (Appendix C).

proceed as follows :—He should first select 13 able-bodied men fit to dig, with their families and fellow-villagers, if possible. and if the number of *workers* thus obtained is less than 50, make up the full gang of 50 *workers* from among the odd lots on the ground. The whole gang should then be seated in contiguous squares ; B men (and women, if any) in the front rank ; C men and women behind them ; D children behind them again ; and the dependants in a fourth line of E, F, G, and H classes ; the children of I class, i.e., children in arms, being with their mothers. The gang should remain seated till registered. A “mate” for the gang should be selected with due regard to the wishes of the gang, given a adge and flag (with the gang number worked on it in white cotton sheeting), and posted at one end of his gang. The mate should be an intelligent man, a relief worker, and chosen from the gang if possible. He should be chosen for his position and faculty of exercising control. But he should not be a local Brahman, nor a man who has brought a number of persons with the object of becoming their “mate.”

33. In forming the gangs the provisions of paragraphs 96 to 98 (inclusive) of the Code should be, as far as possible, observed. It is necessary to provide for the filling up of depleted gangs.

34. All the persons seated on the ground being thus sorted and provided with mates, the registering muharrir should then proceed to register them in muster-rolls. When a roll form has been filled in, it should be signed by the Officer-in-Charge. The distinguishing number and mate's name of each gang should be noted in the note-books of the Officer-in-Charge and the registering muharrir at once, as also the name of the gang muharrir to whom the gang is consigned. As soon as each gang is registered it should be made over to the gang muharrir, who should send it under charge of a chaprási, with a slip to the storekeeper to deliver the necessary tools, baskets, and *thápis* to the mate of the gang. The gang muharrir is then responsible for the gang and the tools, and must enter a record of them in his note-book. The muster-roll should be given to the mate in a tin box, and he should always keep it by him. After being provided with tools, and, if necessary, with shelter screens, each gang should be marched to its work, and the muharrir should then explain to it the work to be done, the method and rates of payment, the regulations as to conservancy, the water and market arrangements, &c., and point out its camping ground.

35. The gang is the basis of all organization, and it must be kept as permanent as possible. No one but the Officer-in-Charge should admit any new persons into any gang ; and people once formed into a gang should not be allowed to exchange into another without special permission from that officer. Every adult in the gang should be made to know his gang number, the mate's name and the muharrir's name. The gang should be drilled in seating themselves in classes ready for muster at the word of command “muster ho,” and the mate taught to make them do it smartly. Attention to this simple point will save much



## (Appendix C).

delay and trouble afterwards. A mate incapable of doing this should immediately be displaced for a more competent man.

## XII.—TASKS.

36. The two Tables attached show the Standard Tasks for excavation and carriage on Test and Famine Works for each class of labour, for various lengths of lead and different vertical lifts, for different kinds of soil and material to be excavated. They also show the combined tasks for excavation and carriage for a carrier unit for different lifts and leads, the combined task for a digger unit being one and a-half times that of a carrier unit, and that for a child half of that of a carrier unit.

These tables are based on reduced lead calculated by adding a constant amount of 72 feet to the horizontal distance, viz., 36 feet for initial effort and 36 for small lifts up to 3 feet out of borrow pits and on to small embankments.

In cases where the lift exceeds 3 feet the reduced lead has been worked out by adding to the actual horizontal distance 36 feet for initial effort and twelve times the vertical lift out of borrow pits and on to high embankments.

## CARRIAGE.

The female adult carrier's task for famine works has been taken at one cubic foot over a distance of 10,000 feet of reduced lead. Children carry half a woman's task. Men carry one and a-half times a woman's task.

## STONE METAL COLLECTION.

Quarrying, sizing and feeding—50 c.ft. for a digger, 25 c.ft. for a carrier,  $12\frac{1}{2}$  c.ft. for a child.

## BREAKING AND STACKING.

10 c.ft. for a digger, 5 c.ft. for a carrier,  $2\frac{1}{2}$  c.ft. for a child.

One digger does twice the task of a carrier and four times that of a child; or one digger and four carriers quarry, break and stack 25 c.ft.

## KUNKAR METAL COLLECTION.

The task is 1 digger and 3 carriers to do 25 c.ft. cleaned, broken to size and stacked at quarry. A digger is equal to 2 carriers, or 4 children.

## METALLED ROAD SURFACE PICKING.

200 sq. ft. for a male adult labourer.

*(Appendix C).*

## ROLLING METAL.

*Tasks for two gangs of male adult labourers (strength 50 each) working by turns—*

32 turns on 1st day over one furlong.

36 „ 2nd „ „

40 „ 3rd and subsequent days over one furlong.

The tasks on test works will be 10 per cent. higher than the above tasks, which are those for departmental relief works.



10	77	51	45	39	36	28	30	23	25	17	19
20	72	48	44	38	34	27	29	23	24	17	18
30	68	47	42	37	33	27	28	22	24	17	18
40	64	45	40	36	32	26	27	22	23	16	18
50	60	43	39	34	28	25	27	21	23	16	18
100	47	36	33	30	28	23	24	20	21	15	16
150	39	31	29	27	25	21	22	18	19	14	15
200	33	27	25	23	22	19	20	17	17	13	14
250	29	24	23	21	20	18	18	16	16	13	13
300	25	21	20	19	18	16	17	14	15	12	13
350	23	20	19	18	17	15	16	14	14	11	12
400	20	18	17	16	15	14	14	13	13	10	11
450	19	17	16	15	15	14	14	12	13	10	11
500	17	15	15	14	14	12	14	11	12	10	11
600	15	14	13	13	12	11	12	10	11	9	9
700	13	12	12	11	11	10	10	10	10	8	8
800	12	11	11	10	10	9	10	9	9	7	8
900	11	10	10	10	9	9	9	8	8	7	8
1,000	10	9	9	9	9	8	8	8	8	7	7
1,200	8	8	7	7	7	7	7	6	7	6	6
1,400	7	7	7	6	6	6	6	6	6	5	5
1,600	6	6	6	6	5	5	5	5	6	5	5
1,800	6	6	6	6	5	5	5	5	6	5	5
2,000	5	5	5	5	5	5	5	4	4	4	4
2,500 to 3,000	4	4	4	4	4	4	4	4	4	3	3
3,500 to 4,000	3	3	3	3	3	3	3	3	3	3	3
4,500 to 7,000	2	2	2	2	2	2	2	2	2	2	2
7,500 to 10,500	1	1	1	1	1	1	1	1	1	1	1

**Notes.**—(1) The above combined tasks for a carrier unit for carrying and excavation have been calculated from the Formula  $\frac{ed}{15c+d}$ , where (c) represents a carrier's task for carriage and (d) a digger's task for excavation the proportion of a digger to a carrier's task in both excavation and carriage separately being as 3 is to 2.

(2) The test tasks for excavation and carriage have been taken ten per cent. higher than famine tasks.

(3) In the case of (1) soft moorum and gravel, (2) average moorum, and (3) hard moorum 12 per cent. has been added to pit measurements to convert them into bank measurements owing to increase in the bulk of materials as found by actual experiments.



10	19	17	25	23	30	28	36	39	45	51	77		10
20	18	17	24	23	29	28	34	38	44	48	72		20
30	18	17	24	22	28	27	33	37	42	47	68		30
40	18	16	23	22	27	26	32	36	40	45	64		40
50	18	16	23	21	27	25	31	35	39	43	60		50
100	16	15	21	20	24	23	28	30	33	36	47		100
150	15	14	19	18	22	21	25	27	29	31	39		150
200	14	13	17	17	20	19	22	23	25	27	33		200
250	14	13	16	16	18	18	20	21	23	24	29		250
300	13	13	15	14	17	17	18	19	20	21	25		300
350	12	11	14	13	16	16	17	18	19	20	23		350
400	11	10	13	12	14	14	15	16	17	18	20		400
450	11	10	13	11	14	14	15	15	16	17	19		450
500	10	10	12	11	13	13	14	14	15	15	17		500
600	9	9	11	10	12	11	12	13	13	14	15		600
700	8	8	10	10	10	10	11	11	12	11	13		700
800	8	7	9	9	9	9	10	10	11	10	12		800
900	8	7	9	8	8	8	10	9	9	9	11		900
1,000	7	7	8	8	8	7	9	9	7	8	10		1,000
1,200	6	6	7	6	7	6	7	7	7	7	8		1,200
1,400	5	5	6	6	6	5	6	6	6	6	7		1,400
1,600	5	5	6	5	5	5	5	5	5	5	6		1,600
1,800	4	4	4	4	4	4	4	4	4	4	5		1,800
2,000	3	3	4	3	3	3	3	3	3	3	4		2,000
2,500 to 3,000	3	3	3	3	3	3	3	3	3	3	4		2,500 to 3,000
3,500 to 4,000	2	2	2	2	2	2	2	2	2	2	3		3,500 to 4,000
4,500 to 7,000	2	2	2	2	2	2	2	2	2	2	3		4,500 to 7,000
7,500 to 10,500	1	1	1	1	1	1	1	1	1	1	1		7,500 to 10,500

4 to 8 feet.



10	42	33	30	27	26	21	23	19	20	14	16
20	41	32	30	27	25	21	22	18	19	14	15
30	39	31	29	27	25	21	22	18	19	14	15
40	38	30	28	26	24	20	22	18	19	14	15
50	36	29	27	25	23	20	21	17	19	14	15
100	31	26	24	22	21	18	19	16	17	13	14
150	27	23	21	20	19	17	18	15	16	12	13
200	24	21	20	19	17	16	16	14	15	11	12
250	22	19	18	17	17	15	15	13	14	11	12
300	20	18	17	16	15	14	11	13	13	10	11
350	18	16	15	15	14	13	13	12	13	10	10
400	17	15	15	14	14	12	13	11	12	10	10
450	16	14	14	13	13	12	12	11	11	9	10
500	15	14	13	13	12	11	12	10	11	9	9
600	13	12	12	11	11	10	10	9	10	8	8
700	12	11	11	10	10	9	10	9	9	7	8
800	10	9	9	9	9	8	8	8	8	7	7
900	10	9	9	8	8	8	8	8	8	7	7
1,000	9	8	8	8	8	8	8	8	8	7	7
1,200	8	8	8	7	7	7	7	7	7	6	6
1,400	7	7	7	6	6	6	6	6	6	6	6
1,600	6	6	6	6	5	5	5	5	6	5	5
1,800	5	5	5	5	5	5	5	4	6	5	5
2,000	5	5	5	5	5	5	5	4	4	4	4
2,500 to 3,000	4	4	4	4	4	4	4	4	4	4	4
3,500 to 4,000	3	3	3	3	3	3	3	3	3	3	3
4,500 to 7,000	2	2	2	2	2	2	2	2	2	2	2
7,500 to 10,500	1	1	1	1	1	1	1	1	1	1	1

Notes.—(1) The above combined tasks for a carrier unit for carrying and excavation have been calculated from the Formula  $\frac{cd}{1.5a + d}$ , where (c) represents a carrier's task for carriage and (d) a digger's task for excavation the proportion of a digger to a carrier's task in both excavation and carriage separately being as 3 is to 2.

(2) The test tasks for excavation and carriage have been taken ten per cent. higher than famine tasks.

(3) In the case of (1) soft moorum and gravel, (2) average moorum, and (3) hard moorum 12 per cent. has been added to pit measurements to convert them into bank measurements owing to increase in the bulk of materials as found by actual experiments.





10	17	16	23	21	27	25	32	36	41	46	70		10
20	17	15	22	21	27	25	31	35	40	41	66		20
30	17	15	21	20	26	24	30	34	38	42	62		30
40	16	15	21	20	25	21	29	33	37	40	58		40
50	16	15	21	19	25	21	25	31	36	39	55		50
100	15	14	19	18	22	19	22	27	30	33	43		100
150	14	13	17	16	20	17	20	24	26	28	35		150
200	14	12	16	15	20	16	18	21	23	24	30		200
250	13	11	15	14	18	15	17	19	21	22	26		250
300	12	11	14	13	16	13	15	18	19	20	23		300
350	11	10	13	12	15	12	14	16	17	18	21		350
400	11	10	12	11	14	11	13	14	15	16	19		400
450	10	9	11	10	13	10	12	13	14	15	17		450
500	9	9	10	9	12	9	11	12	13	14	16		500
600	9	8	9	8	11	8	10	11	12	13	14		600
700	8	8	8	7	10	7	9	10	11	12	13		700
800	7	7	7	6	9	6	8	9	10	11	12		800
900	7	6	6	5	8	5	7	8	9	10	11		900
1,000	6	5	5	4	7	4	6	7	8	9	10		1,000
1,200	6	5	4	4	6	4	5	6	7	8	9		1,200
1,400	5	4	4	3	5	3	4	5	6	7	8		1,400
1,600	5	4	3	3	4	3	4	5	6	7	8		1,600
1,800	4	4	3	2	3	2	3	4	5	6	7		1,800
2,000	4	3	2	1	2	1	2	3	4	5	6		2,000
2,500	3	3	1		1		1	2	3	4	5		2,500
3,000 to 3,500	3	2						1	2	3	4		3,000 to 3,500
4,000 to 6,500	3	2							1	2	3		4,000 to 6,500
7,000 to 10,500	1	1											7,000 to 10,500

4 to 8 feet.

10  
20  
30  
40  
50  
100  
150  
200  
250  
300  
350  
400  
450  
500  
600  
700  
800  
900  
1,000  
1,200  
1,400  
1,600  
1,800  
2,000  
2,500  
3,000 to 3,500  
4,000 to 5,000  
6,500 to 10,500

2 to 13 feet

14	14	14	14	13	12	11	11	10	9	9	9	8	7	7	6	6	5	5	5	4	4	3	3	2	1			
20	20	19	19	18	17	16	15	14	13	12	11	11	10	9	8	7	6	6	5	5	4	4	3	2	1			
19	18	18	18	17	16	15	14	13	12	11	11	10	10	9	8	7	6	6	5	5	4	4	3	2	1			
23	23	22	21	19	19	16	15	14	13	13	14	12	11	10	9	8	9	7	6	5	4	4	3	2	1			
22	22	21	20	18	17	16	14	13	12	12	11	10	10	9	8	7	7	6	5	5	4	4	3	2	1			
27	26	26	25	24	22	20	18	17	15	14	13	13	11	11	9	8	8	7	6	5	5	4	4	3	2	1		
29	29	28	27	26	23	21	19	18	16	14	14	13	12	11	10	9	8	7	6	6	5	5	4	3	2	1		
33	31	30	29	25	22	21	19	18	17	15	15	14	12	12	10	9	8	7	7	6	6	5	4	3	2	1		
36	34	33	31	27	24	22	20	19	17	16	15	14	13	12	10	9	8	8	7	7	6	6	5	4	3	2	1	
49	47	45	45	41	34	29	26	23	20	18	17	16	14	13	12	11	10	9	8	7	6	6	5	5	4	3	2	1

15  
15  
15  
15  
15  
14  
13  
12  
11  
11  
10  
9  
9  
8  
7  
7  
6  
6  
5  
5  
5  
4  
4  
3  
3  
2  
2  
1

10	38	50	30	25	23	19	21	18	18	13	14	14
20	37	29	27	25	23	19	20	18	18	14	14	14
30	35	28	26	24	22	19	20	17	17	13	13	13
40	34	27	25	23	21	18	19	16	17	13	14	14
50	33	26	25	23	21	18	19	16	17	12	13	13
100	28	23	22	20	19	16	17	14	15	12	12	13
150	25	21	20	19	18	15	16	14	14	11	11	12
200	22	19	18	17	16	14	15	13	13	10	10	11
250	20	17	17	16	15	13	14	12	12	9	9	11
300	18	16	15	14	14	12	13	11	11	9	10	10
350	17	15	15	14	13	11	12	10	10	9	9	9
400	15	13	13	12	12	10	11	9	9	8	8	8
450	14	13	12	12	11	9	10	8	8	8	8	8
500	13	12	12	11	11	9	9	8	8	7	7	7
600	12	11	11	10	10	9	9	7	7	6	6	6
700	11	10	10	9	9	8	8	6	6	5	5	5
800	10	9	9	8	8	7	7	5	5	4	4	4
900	9	8	8	7	7	6	6	4	4	4	4	4
1,000	8	7	7	6	6	5	5	4	4	3	3	3
1,200	7	6	6	5	5	4	4	4	4	3	3	3
1,400	6	5	5	5	5	4	4	4	4	3	3	3
1,600	5	5	5	5	5	4	4	4	4	3	3	3
1,800	4	4	4	4	4	4	4	4	4	3	3	3
2,000	4	4	4	4	4	4	4	4	4	3	3	3
2,500	3	3	3	3	3	3	3	3	3	2	2	2
3,000 to 3,500	2	2	2	2	2	2	2	2	2	2	2	2
4,000 to 5,000	1	1	1	1	1	1	1	1	1	1	1	1
5,500 to 10,500	1	1	1	1	1	1	1	1	1	1	1	1

Notes.—(1) The above combined tasks for a carrier unit for carrying and excavation have been calculated from the Formula  $\frac{cd}{1.5a + d}$ , where (c) represents a carrier's task for carriage and (d) a digger's task for excavation the proportion of a digger to a carrier's task in both excavation and carriage separately being as 3 is to 2.

(2) In the case of (1) soft moorum and gravel, (2) average moorum, and (3) hard moorum 12 per cent. has been added to pit measurements to convert them into bank measurements owing to increase in the bulk of materials as found by actual experiments.

*(Appendix C).*

37. The Commissioner has authority to alter the tasks here laid down, reporting his action to the Chief Commissioner. The task has to be adapted to the nature of the work and the condition of the labourers.

## XIII.—WAGES.

38. Two wage tables based on the ration allowable on Test and Famine Works are attached. A Ready Reckoner for Wages for short work for use both on Test and Relief Works is also attached, with four notes in the column of Remarks and 6 foot-notes for guidance of the Famine staff.

II.—For the wages tables on pages 113 and 114 substitute the accompanying table (see Wages Table attached).

# WAGES TABLE FOR PUBLIC WORKS.

[Vide Chapter VII of the Code.]

The vertical column, which corresponds to the grain price declared to be in force for the regulation of relief wages for the time being, should be used in calculating wages payable to each person.]

Class of person on relief work.		Grain equivalent	Full wages payable to each class, stated in pice, with the price of grain, in seers per rupee, named in each of the following headings.															
			6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12	12½	13	13½
A.—Special	..	Men only	13	12	11	11	10	10	9	9	8	8	8	7	7	7	7	6
B.—Diggers	...	..	12	11	10	10	9	9	8	8	7	7	7	6	6	6	6	5
C.—Carriers	...	..	11	10	9	8	7	7	6	6	5	5	5	4	4	4	4	3
D.—Working children	..	10	7	6	6	6	5	5	5	4	4	4	4	3	3	3	3	2
E.—Adult dependents, rest day and off day allowance	Men ..	12	8	8	7	7	6	6	5	5	5	5	5	4	4	4	4	3
	Women	10	7	6	6	6	5	5	5	4	4	4	4	3	3	3	3	2
F.—Children unable to work, 10 to 14 years	..	8	6	5	5	4	4	4	3	3	3	3	3	2	2	2	2	1
G.—Ditto	.. 7 to 10 years	6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
H.—Ditto	.. Under 7 years but not in sums	1	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	1
I.—Infants in sums	..	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1

NOTE.—In this table one third of a pice and fractions over one third are taken as a full pice; fractions less than one third of a pice are omitted. Prices should always be taken in half seers, four chhatkis or over being reckoned as half a seer and anything less than four chhatkis as being reckoned as four chhatkis. Thus, when the barley price is from 7½ to 8½ seers inclusive, it should be taken as 8 seers, from 8½ to 9½ inclusive, as 9 seers, from 9½ to 10½ inclusive, as 10 seers, and so on.



TEST WORKS.—AJMER AND MERWARA DISTRICTS.

Wage Table based on Ration allowable.

Class of Workers.	Grain equivalents of the full Ration.	WAGES FOR RATES AS BELOW :--														REMARKS.							
		22 seers per rupee.	21 seers per rupee.	20 seers per rupee.	19 seers per rupee.	18 seers per rupee.	17 seers per rupee.	16 seers per rupee.	15 seers per rupee.	14 seers per rupee.	13 seers per rupee.	12 seers per rupee.	11 seers per rupee.	10 seers per rupee.	9½ seers per rupee.		9 seers per rupee.	8½ seers per rupee.	8 seers per rupee.				
A. Men (Mates and special gangs)	...	1 pice more than B.	...	18	14	10	2	2	2	2	2	2	2	2	2	2	2	2					
							3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
							4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
							5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
B. (Men and women) Diggers	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...				
C. (Men and women) Carriers	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...			
D. Children (10 to 14 years)	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...			

*Chhitucks.*

1 pice more than B.

18

14

10



*Wage Table based on Ration allowable.*

[illegible]





III. —Delete the following note from the column of Remarks of the Ready-Reckoner for short work on page 115 :—

“4. The working children are not to be fined.”

## (Appendix C).

## XIV.—THE DAILY ROUTINE OF WORK-REPORTS AND ACCOUNTS.

39. The basis of all labour statistics and most of the accounts is the muster-roll given as Form C-I. Form C-II, the muharrir's daily abstract, is made directly from C-I. The entries in the charge day-book (Form C-III) are entered daily in the office of the Officer-in-Charge from the total of all the muharrirs' daily abstracts of the charge. From C-III the Officer-in-Charge fills in the weekly voucher for wages, Form C-IV. The Officer-in-Charge then prepares Form C-V (the Charge Progress Return) from his day-book, his cash book, the kitchen account, and hospital account, and submits it to the Sub-Divisional Officer in accordance with the instructions printed on the form ; he also attaches one copy of his general weekly report, Form C-VI, to the above, for the Sub-Divisional Officer and submits another copy of Form C-VI direct to the Assistant Commissioner. The further abstraction for statistical purposes is carried on by the Sub-Divisional Officer who compiles his District Progress Return, Form C-VII, from the totals of the Form C-V, and despatches one copy to the Assistant Commissioner and another to the Executive Engineer. From the totals of Form C-VII, the Executive Engineer compiles the Note for the Superintending Engineer, Form C-VIII, and despatches a copy to the Commissioner.

40. The muster-roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should always be in the possession of the mate. It should be written up by classes, when the gang is first formed, and it lasts for a week. The front page gives the daily abstract of measurement, and the last gives the daily abstract of the wages. The muster-roll should be written up daily in ink and totalled in the forenoon ; it should be checked in the evening. The mate should not be permitted to have any persons in his gang who have not been entered on the muster-roll by his muharrir under the orders of the Officer-in-Charge. The Officer-in-Charge should check a few gangs nearly every day. Every officer inspecting the gangs should check a few. The muster-roll is of constant use in examining gangs, and it is the principal instrument in detecting attempts at fraud.

41. The first afternoon a gang is on the works the muster-roll should be checked by the gang muharrir in whose charge it may be. He should compare the persons present with the entries, enquire into any differences, and make any necessary clerical alterations. The sub-overseer or work-agent should meanwhile have pointed out the next day's tasks, and told the mate what his duties are, including instructions as to the task and manner of working, conservancy, drinking-water, tools, repairs, and the market.

42. The muharrirs should all be taught their work ; a few day's careful drilling of every muharrir is *absolutely necessary* to prevent continual confusion afterwards. The muharrir should make up the accounts of his party for each day, submitting his daily abstract in the

## (Appendix C).

evening to the Officer-in-charge. He should get the money from the Officer-in-charge next morning at the fixed time, signing the cash book as a receipt.

43. (a) The muharrir should be given the pay in a large bag containing as many smaller bags as he has gangs to pay. Each such small bag should be marked by the accountant with the distinguishing number of a gang, and contain the wages of that gang, with details of date and amount on a slip of paper enclosed in it. The next step is to distribute the wages. The muharrir should complete his morning muster, and at noon take his large bag of wages to the place where the gangs are working. To each mate he should then give his corresponding bag of money with the gang number marked on it. From his own abstract he can see how much each mate ought to have in his bag, and he should therefore, when giving the bag to a mate, tell him what ought to be in it, then make him open the bag, count the contents, and, if correct, make him sign for the amount, opposite the number of his gang, in the daily abstract. The mate should keep the slip in the bag. This being done, the mates should make their gangs sit down, and at once distribute the wages in accordance with the muster-roll of the day before.

(b) Where the distribution of wages is made by mates the time fixed for it should be 12 o'clock. On works in which there is an interval for rest from 12 to 2 o'clock, it should be a standing order that the gangs assemble on their respective flags at 12 o'clock, and there await the arrival of their mates. (The hours for beginning and stopping work should be intimated by drum, gong, or bugle.) The money having been distributed, the mate should remain at his flag until the muharrir comes round. At each gang the muharrir should check the distribution which has just been carried out, and ask if there are any complaints of non-payment or short payment to any of the coolies present. He should then check the balance, if any, which remains over after the distribution. The reasons for a balance should be enquired into and noted.

(c) If the balance is due to the temporary absence of a worker (owing to illness or unavoidable cause), the amount due to him should be left with his relatives or the mate of the gang. If it appears that the worker has left the work, the amount due to him should be refunded to the Officer-in-charge, and *should in no case be re-drawn*. The absence will involve forfeiture of the amount due. In no case must balances remain with the gang muharrir after the close of the day. The Officer-in-charge should immediately credit balances received in his cash book, and no such credit should ever be re-opened.

44. (a) The Officer in-charge should enter every receipt and payment in a cash book, every entry having a separate number in a weekly series. The cash book should have a separate column to show the heads of allocation. It should be totalled daily, and the total expenditure and balance should immediately be entered on a daily card,

## (Appendix C.)

Form C-X, which should be despatched to the Sub-Divisional Officer, and, if required, to the Assistant Commissioner and Executive Engineer.

(b) A separate register for contingencies is not required; the entry in the cash book is sufficient. But any payment for contingencies of over five rupees should be supported by a voucher. Except in cases of urgency (when the action taken should at once be reported) the Officer-in-charge should not incur expenditure of over ten rupees on any one contingent item without the previous sanction of the Sub-Divisional Officer.

45. Dependants receiving cash allowances are shown separately in the muster-rolls, but are paid daily with the workers. A special procedure is, however, necessary for hospitals and kitchens. The accounts should be kept separate, for purposes of inspection and control; but payments for diet and establishment should be made by the Officer-in-charge. The Hospital Assistant, or the kitchen manager, may be given a permanent advance of ten rupees for petty contingencies if this is desirable. The attendance and diet registers should be kept in forms similar to those prescribed for civil kitchens; and at the end of the week, or at shorter intervals, if necessary, the Officer-in-charge should pay the bills direct to the person who supplied the food, *not* through the Hospital Assistant or kitchen manager. If a permanent advance is given for contingencies, it should be recouped *weekly*, or at shorter intervals if necessary. All accounts should be cleared up at the end of the week in order that the details may be available for Form C-V.

46. The following papers should be submitted weekly by the Officer-in-charge, for use in audit :—

- (1) a copy of his cash book, with the acquittance roll, and with vouchers for all contingent items of more than five rupees;
- (2) a weekly voucher for wages and cash allowances in Form C-IV;
- (3) a copy of the hospital account;
- (4) a copy of the kitchen account.

47. (a) All orders fixing the price basis should specify the date from which it should take effect, and should be communicated in time for introduction on that date. The Officer-in-charge should keep them in a separate file.

(b) The Executive Engineer should specially see that no unnecessary clerical work is thrown on the Officer-in-charge.

(c) All famine relief forms should be locally printed under the orders of the Superintending Engineer, and charged to general establishment contingencies.

## (Appendix C).

## XV.—CHECKING WORK, NUMBERS, AND PAYMENTS.

48. As a safeguard against fraud, and an instrument of detection, the muster-roll system of keeping the initial accounts is most valuable. The muster-roll forms should be kept and issued by the Officer-in-charge. Every petty official whose end would be served by confusion will try to spoil the rolls, and will exaggerate the difficulty of keeping them up. This is so marked that inability to keep the muster-rolls in order may almost be regarded as the sign of a rogue, or incompetent person. In either case the man should be removed. If it is the Officer-in-charge himself who fails in this matter, there is the more reason why he should be replaced by a competent man.

49. The progress shown should be checked by test measurements extending over the whole work in a tank, or over any reach of a road work the recorded progress of which can be disentangled from the remainder. For this purpose it is well to have all the accounts of a road or other long work, closed up at every four miles or so, and a new start made.

50. The numbers are checked by counting the number of gangs at work along a road, &c., and sampling the total entries in the muharrirs' daily abstracts by careful comparison in detail for about 20 per cent. of the entries in the muster-rolls, as well as with the numbers actually found present. Any recent curious fluctuations in the muster-rolls require explanation. If anything throws doubt on the general accuracy of the daily abstracts, it is best to stay there, and obtain some tangible results before going further.

51. If the daily abstracts have been found fairly correct after checking a certain number of totals and the detailed calculations, the totals should be compared with the entries made in the charge day-book. The totals of this charge day-book should again be checked and compared with the entries in Form C-IV, and those again with the payments recorded in the cash book. The cash book itself should then be carefully examined as usual, *attention being paid to the character of the contingent expenditure*. In the same manner the details of the hospital and kitchen accounts should be very carefully examined.

52. An examination should be thorough, but mostly in the way of sampling; unless something suspicious is lighted on, and in that case it should be searching. The way in which the accounts and records are kept is often a very good guide to what one may expect to find. If they are kept in such a manner as to facilitate check, careful sample checking will probably be found to be sufficient. If on the other hand, the books are in confusion, it will be well to have a very complete examination; for either there is carelessness which many will have taken advantage of, or there is worse. If enquiries establish a substantial presumption of fraud, the Officer-in-charge must be at once suspended by the Sub-Divisional Officer; in case of carelessness the orders of the Executive



## (Appendix C).

Engineer should be awaited, unless immediate removal is necessary in the interests of Government or the workers. In either case the Sub-Divisional Officer will forward a full report to the Divisional Engineer, and also inform the Assistant Commissioner of the action taken and the reasons for it. After issue of necessary orders the Executive Engineer will report the matter to the Superintending Engineer, for such further action as may seem to be desirable.

53. The following recommendations of the Famine Accounts Committee collect and develope in a convenient form instructions which are dispersed in these appendices :—

“ 38.—A knowledge of the total number of gangs of all kinds on or attached to the charge, including gangs employed on services in connection with it (*e.g.*, conservancy or the like), together with precise information of the places at which they are working, is the basis of a thorough inspection, *and should ordinarily be obtained from the Officer-in-charge before inspection begins.* Later on, the information may be checked by the register of attendance rolls issued ; but it is information to take the statement of the Officer-in-charge on this point *at the outset.* Otherwise, if the number of gangs is found short, the inspecting officer is likely to be told that the gangs not traceable are on the march, or engaged at some distance from the work ; and such a statement will render his enquiries fruitless, if, as will often be the case, he has then no time to test the information.

“ 39.—It is also desirable, where possible, that, before making detailed inspection, the inspecting officer should ascertain from the last weekly charge progress return the incidence of the expenditure on the wages *for the able-bodied gangs directly employed in executing the work in hand* (a) for work done ; (b) per unit relieved. These figures will indicate the general character of the work, and will be useful in checking the output of individual gangs. An extraordinarily low or an extraordinarily high incidence will naturally attract suspicion.

“ 40.—With this information the inspecting officer will be equipped for his inspection. As he passes along the work, all gangs should be told to stop work and muster in order by classes. This will prevent confusion and the shuffling of gangs. So far as concerns the matters committed to us, the following procedure will secure a thorough inspection :—

- (1) Count the number of gangs, and on the way select gangs for detailed comparison with the entries in the attendance roll, of the numbers present, the work done, and the payments made ; and verify the entries of payments by enquiries from the gang, and the entries of work done by actual check measurements.

NOTE.—It is essential that this should be done on the spot ; and enquiries should not be confined to one day's entries only.

- (2) Where a system of selection is in force, see that new-comers have their tickets of admission.

*(Appendix C).*

- (3) See that the numbers engaged on miscellaneous duties are not excessive.
- (4) Compare the attendance rolls with the muharrirs' daily abstracts, specially noticing—
  - (a) the difference (if any) between the sums drawn by the muharir and the sums paid to the gang, and the explanation given for the difference at the time, which should be noted for comparison later with the entries in the cash book ;
  - (b) the price basis adopted, and the calculation of the wages ;
  - (c) the numbers shown as present on the two or three days before inspection.

**NOTE.**—The workers should be examined closely as to the names and particulars of any persons, previously shown as present, but absent on the day of inspection.

- (5) See whether the tasks are plainly indicated in advance, and are correct in size, and whether the gangs clearly understand what they have to do.
- (6) See whether the check measurements have been properly made, and whether they indicate laxity in the daily measurements, or abuse where a margin is allowed.
- (7) Take the muharrirs of the selected gangs with their daily abstracts to the headquarters of the charge, check the totalling of both payments and measurements in some of the abstracts, and compare the totals of the abstracts with the corresponding entries in the charge day-book.
- (8) Similarly in the case of gangs other than those selected, compare the totals of the daily abstracts for the two or three days preceding with the corresponding entries in the charge day-book.
- (9) Compare the totals of the charge day-book with the corresponding entries in the cash book.
- (10) Check the weekly voucher for wages and cash allowances by the entries in the charge day-book.
- (11) Compare the accounts for hospitals and kitchens with the corresponding entries in the cash book, and test the expenditure by the incidence per head relieved.
- (12) Examine the expenditure on contingencies, scrutinizing the vouchers.
- (13) Compare the charge day-book and cash book entries with the charge progress return for the preceding week or weeks.
- (14) Check the acquittance roll by the attendance book of the establishment, testing a few entries in the latter, and specially noting whether the establishment is excessive.
- (15) Examine the comparative statement of expenditure and work done, as shown in the weekly charge progress return ; compare the progressive expenditure with the estimate sanctioned for the work ; and see that the progress of work done is roughly proportionate to the expenditure incurred."

*(Appendix C).*

## XVI.—NOTES ON THE FORMATION OF A FAMINE RELIEF CAMP.

54. The following list, although not absolutely exhaustive, contains all the essential articles found by past experience as necessary to start a Famine Relief Camp, and the accompanying notes may be found useful as a guide to other matters connected with the works :—

1. The camp should be laid out in advance, and as a sample of the requirements  
 Site and Head-quarters Camp. the arrangement shown on the accompanying plan may be followed in a general way.

The site should be carefully selected, and, although the proximity of water is essential, the camp should not be directly on the banks of a nalla.

2. A sufficiency of tools must be sent out in advance; these should be  
 Tools. kept in a separate enclosure and methodically arranged; every effort should be made to keep an accurate record of the receipts and issues.

3. Wells must be started in advance and fenced in; each well will be under a  
 Wells. guard who will be the only person allowed to draw water; suitable arrangements must be made for drawing the water and there should be a good ramp with an outward slope all round for drainage.

4. There must be a good store of grain on the works, and an agreement should,  
 Grain supply. before the work is started, be drawn up with a reliable Bunya for this requirement in consultation with the Assistant Commissioner.

5. Arrangements with the Assistant Commissioner for the supply of small coin  
 Coin for payment. and copper must be made in advance. Police guards during  
 Police Guard. transit of coin will be necessary. A small Police guard will also be found necessary at each camp.

6. When all the articles mentioned in the list are at site, and when all the above-  
 Intimation to Assistant Commissioner on completion of arrangements. mentioned arrangements are made, and the staff duly appointed, intimation should then be formally given to the Assistant Commissioner that the camp is ready for the admission of relief workers.

7. After admission, the workers should be employed in making their chuppers,  
 Hutting. the lines for which should be previously selected. Where no jungle exists, arrangements must be made beforehand and a supply of grass or mat huts provided in advance. These must be arranged in regular streets on a selected site, and are on no account to be dotted about irregularly all over the works.

8. If the camp is a metal-breaking one, arrangements must be made beforehand,  
 Rubble for metal breaking. either at the quarry or at the roadside, the latter if possible, for the supply of at least 20,000 cubic feet of rubble, not more than  $\frac{1}{4}$  cubic foot in size, ready for the relief workers to break, and a continuous supply to meet the requirements must thereafter be forthcoming. Ordinary Public Works contractors may be employed for this purpose, as quarrying and blasting involves skilled labour and is not suitable for relief workers.

*(Appendix C).*

9. If the camp is engaged on road construction, the Executive Engineer must have at least 5 miles of "Section," properly graded, ready for the workers, and must keep the section well ahead to avoid work coming to a standstill. A "survey" in detail of the line is not absolutely essential, but the road must be carefully aligned and sectioned.

10. When the gangs are formed, which will be one of the first duties of the Officer-in-charge after the admission of applicants, and they are ready to commence work, stone-breaking should be carried out in strict accordance with the detail instructions which will be separately issued.

11. If engaged on road construction, the gangs should be separated by a space of 400 feet, within which each will work until that portion is completed, but no excavation is to commence until the centre line and the pits have all been accurately nicked out.

12. Work will then proceed in accordance with instructions which will be separately issued.

13. All crowding on works must be carefully avoided, and the strictest discipline must be maintained, or everything will get into confusion.

14. The duties, in detail, of the Work Agent, the Gang Muharrirs, and Mates, including the method of measurement of work and mode of payment, will all be separately set forth in full detail for the guidance of Officers-in-charge.

15. These latter will also be supplied with sample forms, fully entered up, of all initial accounts they will be expected to submit, and full explanation of every item will be attached.

16. Sanitary arrangements must be most carefully attended to from the commencement. Guards should be posted, and made conspicuous by special badges, to see that people commit no nuisance within the area marked out by special flags. In a metal-breaking camp a specially selected ground well away from all wells should be marked out, and on road construction, where the workers may extend over several miles, flags may be posted 300 yards from line of road on either side.

Enclosures.

Plan.

List.

(Appendix C).

## FAMINE RELIEF WORKS.

*General Abstract of Cost of Tools, Hutting Establishment and other Miscellaneous items required for the formation of a Camp of 6,000 workers.*

Serial No.	Sub-heads.	Amount.	Total.
	I.—TOOLS AND PLANT.	Rs.	Rs.
1	General... ..	2,381	
2	Kitchen and Hospital ... ..	686	
3	Standing camp for Sub-Divisional Officer and Famine Works Superintendent. ... ..	367	3,434
	II.—HUTTING AND OTHER ITEMS.		
1	Hutting ... ..	1,838	
2	Miscellaneous ... ..	728	2,566
	GRAND TOTAL ...		6,000
			or Re. 1 per worker.

*Note.*—The cost of tools for metal-breaking and construction, &c., would vary according to local requirements. Allowing approximately Rs. 1,000 for these tools for every 2,000 workers in accordance with Appendix II to the General Order, the additional cost for a camp of 6,000 workers would be Rs. 3,000, thus bringing up the total cost of formation of camp to Rs. 9,000, or Re. 1.5-0 per worker.

(Appendix C).

## I.—Tools and Plant.

*List of Articles required for a Famine Relief Camp of 6,000 workers.*

No.	Description.	Cost.	REMARKS.
(1) GENERAL.			
1	Iron cash chest with duplicate keys at Rs. 50 each ...	50	
2	Teakwood boxes, tin-lined, for copper, with double hasp, 3" brass, at Rs. 24 each ...	48	
75	Iron water barrels, 2' diameter x 3', 50 gallons, with brass tap, for carriage and storage of water, at Rs. 24 each ...	1,800	
20	Camp tables at Rs 7 each ...	140	
20	Chairs at Rs. 4-8-0 each ...	90	
20	Stools at Rs 2 each ...	40	
75	Tin badges and belts for Mates at Re. 1 each. ...	75	
24	Hurricane lanterns at Rs. 3-8 0 each	81	
12	Street lamps with poles at Rs. 4 each	48	
1	Small cheap clock ...	6	
	Total ...	2,381	
(2) TOOLS FOR KITCHEN AND HOSPITAL.			
(a) Kitchen.			
6	Large copper or brass degchies for boiling rice and dal at Rs. 12 each.	72	
9	Small copper or brass degchies for boiling rice and dal at Rs. 6 each. ...	54	
600	Tin plates (sunkies), at 3 pies each ...	10	
600	Tin mugs or gurgahs at 3 pies each ...	10	
60	Gurhas, at Re. 0-1-0 each...	4	
9	Strong wooden boxes, large, for keeping rice, dal, &c., with good locks, at Rs. 6 each ...	54	
	Total ...	204	

## (Appendix C).

No.	Description.	Cost.	REMARKS.
	(2) TOOLS FOR KITCHEN AND HOSPITAL—(concl'd.)	Rs.	
	(b) Hospital.		
3	Large copper degchies at Rs. 12 each ...	36	
6	Small do. at Rs. 6 each ...	36	
30	Country cots at Re. 1 each... ...	30	
30	Do. blankets at Rs 2 each ...	60	
2	Rough almirahs made of packing cases for keeping medicines, at Rs. 10 each ...	20	
1 set	Hospital medicines and surgical instruments, &c.	300	
	Glazed Gumelahs (bedpans) at Re. 0-8-0 each	5	
	Total ...	487	
	Total (a) and (b) ...	691	
	(3) STANDING CAMP FOR SUB-DIVISIONAL OFFICER AND FAMINE WORKS SUPERINTENDENT.		
1	Hill tent, 10' x 10', with bath-room ...	300	
1	Wash-hand basin and stand ...	5	
1	Camp bed ...	18	
1	Do. commode ...	5	
1	Galvanized iron bath tub ...	7	
2	Camp tables ...	16	
2	Chairs ...	6	
1	Easy chair ...	10	
	Total ...	367	

## (Appendix C).

## II.—Hutting and other Miscellaneous Items.

*List of Requirements for a Camp of 6,000 workers.*

No.	Description.	Cost.	REMARKS.
		Rs.	
	(1) HUTTING.		
1	Constructing Camp for Office, Hospital, Staff-quarters, &c., as per details attached ...	1,838	
25	Moveable sheds for Piaos at Rs. 10 each ...	250	
1	Materials for coolies' huts for Camp of 6,000 workers, say ... ..	250	
	Total ...	1,838	
	(2) MISCELLANEOUS ITEMS.		
240	Empty kerosine oil tins at Re. 0-3-0 each ...	45	
150	Yards coir rope ... ..	18	
75	Balls good twine at Re. 0-4-0 ... ..	19	
36	Doles (buckets) for drawing water, at Re. 1 each .. ..	36	
75	Tin pots at Re. 0-2-0 ... ..	10	
60	Spouts for Piaos at Re. 0-4-0 each ...	15	
75	Gurabs at Re. 0-1-0 each ... ..	5	
600	Bamboos for flags, &c., at Rs. 5 per hundred	30	
30	Maunds white lime at Re. 1 per maund ...	30	
150	Cotton nets bags for coins as made in Nagpur Central Jail, at Re. 0-8-0 each ...	75	
40	Mounting water barrels on light carts at Rs. 10 each ... ..	400	
	Sundries ... ..	45	
	Total ...	728	



(Appendix C).

## Details of Hutting for 6,000 Workers.

(Vide Type Plan.)

Description.	MEASUREMENTS.			Contents.	Rate.	Amount.	Total.
	Number.	Length.	Breadth.				
OFFICE AND STAFF-QUARTERS.							
				S.ft.			
Office, 16' x 16', with 5 feet verandahs ... ..	1	26	26	676			
Officer-in-Charge's quarters ..	1	20	15	300			
3 Work Agents and 1 Clerk ..	4	10	8	320			
Sub-cashiers, Gang Muharrirs, Police Guards, 2 rows of 9 quarters each ... ..	18	9	6	972			
Piao ... ..	1	9	6	54			
Tools Muharrir and Assistant	2	9	6	108			
	Total ..			2,430	0 3 0 per s ft.	456	
				S.ft.			
Enclosures for Tools ... ..	1	190	6	1,140	1 8 0%	17	
Fencing all round, r.ft. ...	1	930		930 r.ft.	6 0 0% r.ft.	56	
HOSPITAL AND KITCHEN.							
Dispensary ... ..	1	32	12	384			
Store ... ..	1	27	12	324			
Male and Female Wards ...	2	36	18	1,296			
Hospital Assistant ... ..	1	10	8	80			
Compounders ... ..	3	9	6	162			
Cook-house ... ..	1	12	12	144			
Cook-house ... ..	1	40	12	480			
Kitchen, 6 units, i.e. (12 rooms)	1	60	16	960			
Piaos ... ..	2	9	6	108			
	Total s ft.			3,938	0 3 0 per s.ft.	738	
Enclosure and Fencing, r.ft. ...	1	1,189	..	1,189	6 % r.ft	71	
				Total Rs ...		1,338	

*(Appendix C).***Establishment.**

Names.						Cost.	Remarks.
						Rs.	
One Officer-in-charge, at Rs. 100	...	...	...	...	...	100	
One Work Agent, at Rs. 40	...	...	...	...	...	40	
One Clerk, at Rs. 25	...	...	...	...	...	25	
Four Gang Muharrirs, at Rs. 15 each	...	...	...	...	...	60	
One Hospital Assistant, at Rs. 30	...	...	...	...	...	30	
One Kitchen Muharrir, at Rs. 15	...	...	...	...	...	15	
One Compounder, at Rs. 20	...	...	...	...	...	20	
Twelve Sweepers, at Rs. 6 each	...	...	...	...	...	72	
Two Mates (sharp) for setting out work, at Rs. 7 each	...	...	...	...	...	14	
One Tool Muharrir, at Rs. 20	...	...	...	...	...	20	
One Head and three Constables for charge of cash	...	...	...	...	...	40	
Total						436	



### NOMINAL MUSTER ROLL.

Name of Mate  
Nature of Work  
Name of Work Agent  
Name of Muharrir

Price- basis, sers per rupee.	Date from which it took effect.
--	---

[To be filled in for the whole gang, excluding persons or groups separately tasked, for whom the entries will be made in Part II.]

Date.	Quantity of work.		Full Wages for full task.	Actual Pay-ments.	Initial or Signature of Muharrir and Work Agent.	Remarks.
	Full task.	Work done.				
1						(Here enter descrip- tion of short work, if any, and state what class of workers is respon- sible for it )
2						
3						
&c., to 31						

\* In the case of a weakly gang the word "Weakly" should be entered before the gang number. Weakly persons in an able-bodied gang who are individually tasked should be separately entered in Part II.

**[To be filled in when individuals or groups within the gang are separately tasked ]**

For use this (Part II.) should be printed on separate sheets (one sheet for each week) and attached to the muster-roll

[illegible]

Entries for persons engaged on earthwork should first be made; then for those engaged in metal-breaking, and so on. Weakly persons individually tasked should be entered separately at the end of each class of work.

**NOTE.**—The Muharrir and Work Agent should sign or initial each day's entries at the bottom of the form.

DISTRICT \_\_\_\_\_

## MUSTER ROLL OF FAMINE WORK

DIVISION \_\_\_\_\_

NATURE OF WORK \_\_\_\_\_

Class.	Distinguishing number of each worker or dependant.	Name of Worker.	Village.
Men, A ...	1		
	2		
	3		
	4		
	5		
	Total number present ...		
Men, B ...	Total amount due if full task is done.		
	6 to 35		
	Total number present ...		
Men, C ...	Total amount due if full task is done.		
	36 to 50		
	Total number present ...		
Women, B ...	Total amount due if full task is done.		
	51 to 57		
	Total number present ...		
Women, C ...	Total amount due if full task is done.		
	58 to 82		
	Total number present ...		
Children, D ...	Total amount due if full task is done.		
	83 to 98		
	Total number present ...		
Men, E ...	Total number due if full task is done.		
	99 to 103		
Women, E, &c.,	Total number present ...		
	Total amount due.		

*All entries should be made in ink. No one should be entered in the*  
 NOTE.—For use this form should be printed in *extenso* in both English and Vernacular type. The

(C-I).

GANG No. \_\_\_\_\_ CHARGE No. \_\_\_\_\_

MONTH \_\_\_\_\_ WEEK ENDING \_\_\_\_\_ 19 .

DATES.							Distinguishing number of each worker or dependant.	REMARKS.
							1	
							2	
							3	
							4	
							5	
							Total.	
							Total.	
							6 to 35	
							Total.	
							Total.	
							36 to 50	
							Total.	
							Total.	
							51 to 57	
							Total.	
							Total.	
							58 to 82	
							Total.	
							Total.	
							83 to 98	
							Total.	
							Total.	
							99 to 103	
							Total.	
							Total.	

roll unless seen to be correct. The columns should be totalled daily in ink directly the roll-call is finished.  
numbers may be printed to 135 and a blank page left at the end.



FORM C-II.  
MUHARRIR'S DAILY ABSTRACT.  
[Vide Chapter XIV, Appendix C.]

CHARGE No. \_\_\_\_\_, GANGS Nos. \_\_\_\_\_ TO  
DISTRICT \_\_\_\_\_, DAILY ABSTRACT OF PAYMENTS TO BE MADE TO PARTY No. \_\_\_\_\_  
Name of Work \_\_\_\_\_, Price-basis, \_\_\_\_\_ sérs per rupee.

Distinguishing Number of Gang.	NATURE AND QUAN- TITY OF WORK				GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.												Grand Total of cash payments due	Signature of Mate.		
	Earth- work.		Metal- breaking.		WORKERS.						Total wages of Workers								Total allowances of dependants.	
	Full task.	Work done.	Full task.	Work done.	Men A.		Men B.		Men C.		Women B.		Women C.		Children D, 10 to 14 years.		Number.	Cost.		
					Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.			Number.	Cost.
									</											

If any of these gangs are temporarily unemployed on the march, or are employed on conservancy, water-supply, or any other services in connection with the charge, and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Muharrir should give a separate total for—(a) the temporarily unemployed, (b) those employed on services connected with the charge, (c) the weakly gangs and individuals.

Dated the \_\_\_\_\_ of \_\_\_\_\_ 19\_\_\_\_ Signature of Muharrir.



**Officer-in-charge**

(Form C-IV).

*Instructions.*

This is a Voucher for wages and cash allowances only ; it should not contain entries relating to any other but workers and persons gratuitously relieved in *cash*. Payments to establishment, miscellaneous payments, cost of food for dependants, &c., should not be entered in it.

2.—Each day's payment of wages and cash allowances need occupy only one line in the cash book, but each such payment should refer to the day and date in this Voucher for its support: and it should agree with the entries in the same.

NOTE.—For actual use the form should be printed on a longer piece of paper to give room for writing the numbers of each class.

**FORM C-IV.**

WEEKLY VOUCHER FOR WAGES  
OF WORKERS AND CASH AL-  
LOWANCES OF PERSONS GRA-  
TUITOUSLY RELIEVED.

District\_\_\_\_\_

Charge No.\_\_\_\_\_

Week ending Saturday, the\_\_\_\_\_

of\_\_\_\_\_

SUBMITTED to the Sub-Divisional

Officer on (date)\_\_\_\_\_

by\_\_\_\_\_

*Officer-in-Charge.*

(Form C-IV).

FORM C-IV.

WEEKLY VOUCHER FOR WAGES AND CASH ALLOWANCES.

DISTRICT \_\_\_\_\_ CHARGE NO. \_\_\_\_\_ OFFICER-IN-CHARGE \_\_\_\_\_ WEEK ENDING SATURDAY, THE \_\_\_\_\_ OF \_\_\_\_\_ 190 \_\_\_\_\_

MONTH.	WORKERS										GRATUITOUSLY RELIEVED BY CASH ALLOWANCES.				Total of Wages and Cash Allowances for the day.									
	Men A.		Men B.		Men C.		Women B.		Women C.		Children D, 10 to 14 years.		Men E.			Children F, 10 to 14 years.		Children G, 7 to 10 years.		Children H, under 7 years.		Children I, in arms.		
Day of week.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.
Sunday ...																								
Monday ...																								
Tuesday ...																								
Wednesday																								
Thursday ...																								
Friday ...																								
Saturday ...																								

I CERTIFY that the number of persons entered herein and their wages entered herein agree, on each day with the totals of the same entries in my Charge Day-Book.

Signature of Officer-in-Charge.

(Form C-V).

## FORM C-V.

## WEEKLY CHARGE PROGRESS RETURN\_\_\_\_\_

[Vide PARAGRAPH 90 OF THE CODE AND CHAPTER XIV OF APPENDIX C.]

For week ending Saturday, the\_\_\_\_\_19 .

Division\_\_\_\_\_, District\_\_\_\_\_

Submitted to the Sub-Divisional Officer on date\_\_\_\_\_ by\_\_\_\_\_

*Officer-in-Charge.*

## INSTRUCTIONS.

In each relief charge the Officer-in-Charge will fill up this return every Saturday, for the preceding week, and despatch it at once to the Sub-Divisional Officer by special messenger or the post, whichever is quicker.

The Sub-Divisional Officer will write up a similar return for any famine payments he has made during the week ; and he will be supplied by the Executive Engineer with a similar return for any payments made in the Divisional Office.

The following instructions should be followed in filling in the several columns :—

*Columns 3 and 4* should include all relief workers directly employed on the work in hand, but *not* the establishment. Mates of gangs should be counted as relief workers. *Weakly persons individually tasked should be shown under weakly gangs in column 4.*

*Column 5* should include all relief workers employed in miscellaneous duties on the works, *e.g.*, on conservancy, water-supply, &c., also nurses who are paid daily wages, and other attendants who are engaged by the Officer-in-Charge and paid daily.

*Personal* attendants of the sick in hospital will be shown in column 9.

*Column 6* should include all workers temporarily unemployed, as on a rest day, or while on the march, or when temporarily dispersed for cholera, or when work is stopped by bad weather, &c.

*Column 11* should give the total of all the sub-columns of columns 7 and 10.

*Columns 13 to 16* should include each day's wages of the corresponding classes in columns 3 to 6.

*Columns 17 and 18* should similarly include each day's *cash* allowances. The totals for the week only should be shown for allowances given in food at the kitchen and hospital.

*Columns 19 to 22* should include the actual *payments* made under those heads on each day. To prevent unnecessary references in the case of any

(Form C-V).

specially heavy payments being shown in these columns, the Officer-in-Charge should give an explanatory note at the foot of the page.

*Establishment* should include all establishment attached to a particular work—

- (a) in permanent Government employ, but deputed from another Department; or
- (b) temporarily engaged.

*Tools and plant* should include the wages of blacksmiths and carpenters employed on keeping tools in repair, the cost of carriage, and any expenditure on local purchase of tools or of materials for making or repairing them.

*Shelter* should include expenditure on accommodation for establishment as well as on hutting for the persons on relief works, and on the construction of kitchens and hospitals.

*Other items* should include local purchase of materials, such as blasting powder (if authorized), together with the cost of carriage, string for marking out, occasional cart-hire, &c.

(Form C-V).

FORM C-V.

CHARGE PROGRESS RETURN FOR THE WEEK ENDING SATURDAY, THE \_\_\_\_\_ OF \_\_\_\_\_ 190 .

DISTRICT \_\_\_\_\_ RELIEF CHARGE NO. \_\_\_\_\_ UNDER \_\_\_\_\_ OFFICER-IN-CHARGE.  
Name of Work \_\_\_\_\_ System of work is Famine Price basis \_\_\_\_\_ sérs per rupee.  
\_\_\_\_\_ Scarcity

1	2	3	4	5	6	7	8	9	10	11																
GRATUITOUSLY RELIEVED.																										
Day of Month.	Day of Week.	WORKERS.																								
		Directly employed in executing the work in hand.				Employed on services connected with the charge.			Temporarily unemployed (Sundays, etc.).			Total.			Hospital patients and attendants by allowances of cash or food.			Total.			Grand total of all persons relieved (men, women, and children together).					
		Able-bodied gangs.		Weakly gangs and individuals.		Men.		Children.		Women.		Children.		Men.		Women.		Children.		Men.		Women.		Children.		
		Able-bodied gangs.		Weakly gangs and individuals.																						
		Able-bodied gangs.		Weakly gangs and individuals.																						
Totals of the week ...		A B C		Men.		Children.		Women.		Children.		Men.		Women.		Children.		Men.		Women.		Children.				
	Sunday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Monday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Tuesday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Wednesday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Thursday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Friday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		
	Saturday	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...		

# ABSTRACT OF PAYMENTS AND WORK.

12		13		14		15		16		17		18		19		20		21		22		23							
Day of Month.	Day of Week.	WAGES OF WORKERS.										GRATUITOUS RELIEF IN FOOD OR CASH ALLOWANCES.		MISCELLANEOUS.															
		Directly employed in executing the work in hand.										Inmates of hospitals and their personal attendants.		Works establishments.		Tools and plant.		Shelter.		Other items.		Total Expenditure.							
		Able-bodied gangs.		Children.		Men.		Women.		Children.														Women.		Men.			
		Weekly gangs and individuals.										Employed on services connected with the charge.		Temporarily unemployed.		Dependents.		Inmates of hospitals and their personal attendants.		Works establishments.		Tools and plant.		Shelter.		Other items.		Total Expenditure.	
		Children.		Women.		Men.		Children.		Women.																			
		Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.						
	Sunday																												
	Monday																												
	&c.																												
	Totals of week* ..																												
Expenditure otherwise than on the charge.																													

It should be

**NOTE.**—Expenditure otherwise than on the charge means the expenditure (if any) incurred on the charge, and not it, and inclusion of the same in the return next following the receipt of the information.

Incidence of weekly expenditure per unit relieved (weekly total of column 23 divided by total of column (11).

Total number of mates: \_\_\_\_\_, Total number of gangs: \_\_\_\_\_

The total for the week should include the cost of allowances in food.

***Signature of Officer-in-Charge.***

(Form C-V.—concl'd.).

Immigrants from Native States.		Number of units fed during the week.			Deaths in Hospital and on the works.	
Native State from which immigrated.	Number of immigrants.	Classes.	As dependants.	In hospitals.	Disease, or cause of death.	Number.
		Men ...				
		Women ...				
		Children ...				
		Total ...				
		GRAND TOTAL. ..				
Total ..		Cost of diet, Rs.			Total ...	

Nature of work.	Full task for the week.	Work done during the week.	EXPENDITURE DURING THE WEEK ON WAGES OF WORKERS DIRECTLY EMPLOYED IN EXECUTING THE WORK IN HAND.		INCIDENCE.		Standard rate, i.e., normal petty contract rate.
			Able-bodied.	Able-bodied and weekly combined.	Of column (d) on column (c)	Of column (e) on column (c)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

	(i)	(j)	(L)	(l)	(m)	(n)	(o)	(p)
	Wages of workers employed in executing the work in hand.	Wages of workers employed on services connected with the charge.	Wages of temporarily unemployed, and allowances of dependants and inmates of hospitals with their attendants	Cost of establishment.	Cost of shelter.	Cost of other items including tools and plant.	Totals of columns (j) to (n).	Total expenditure of the charge.
	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.	For the week. Up to date.
Expenditure in rupees.								
Percentage on corresponding sub-column of (i).								

[Concise report regarding any epidemic diseases; any special difficulties; any requirements of tools, plant, stationery, or establishment; or any matters which the Officer-in-Charge wishes to bring to the notice of the Sub-Divisional Officer.]



(Form C-VI).

## FORM C-VI.

GENERAL WEEKLY REPORT BY THE OFFICER-  
IN-CHARGE.

[PARAGRAPH 91 OF THE CODE.]

District \_\_\_\_\_ Charge No. \_\_\_\_\_

Officer-in-Charge \_\_\_\_\_

Week ending Saturday, the \_\_\_\_\_ of \_\_\_\_\_ 190 .

(a)—The physical condition of the people on the work, and of those seeking relief; the condition of the new-comers and children being specially noted.

(b)—The condition of the weakly gangs and of weakly persons individually tasked under paragraph 97 of the Code, and the percentage they bear to the total number of workers.

(c)—The percentage of the full wage earned.

(d)—The sufficiency, or otherwise, of the stock of tools, and of the shelter provided.

(e)—The sufficiency, or otherwise, of the staff.

(f)—The sufficiency, or other wise, of the supply of small coin.

(g)—The condition of the food supplies and market arrangements, the prices actually current on or in the neighbourhood of the works, and the prices used as the basis for converting the wages into cash.

(h)—The condition of the water-supply.

(i)—Any other information which it is expedient to communicate to his superiors.

Date of despatch \_\_\_\_\_

Signature of Officer-in-Charge.

*Instructions.*

One copy should be submitted to the Executive Engineer and one direct to the Assistant Commissioner.

Both should be despatched not later than Sunday.

The copy for the Executive Engineer may be conveniently attached to the charge Return Form C-V for the week.

NOTE.—For use this form should be expanded to allow the report to be written under each heading.

**FORM C-VII.**

[illegible]

### General Report.

**WEEKLY DISTRICT PROGRESS  
RETURN.**

[*Vide* PARAGRAPH 90 OF THE CODE AND  
CHAPTER XIV OF APPENDIX C.]

District \_\_\_\_\_

**Division** \_\_\_\_\_

District \_\_\_\_\_

For week ending Saturday, the \_\_\_\_\_ of \_\_\_\_\_ 190 .

**Submitted by the Sub-Divisional Officer.**

To the \_\_\_\_\_

as No. \_\_\_\_\_ dated \_\_\_\_\_.

**Instructions.**

1. The Sub-Divisional Officer should prepare three copies of this return each week, and despatch the first copy to the Assistant Commissioner, so as to reach his office not later than Tuesday evening. The second copy should be despatched to the Executive Engineer's camp address as soon as possible. The third copy should be taped up with all the C-V returns of the district (including, in a headquarters district, the Executive Engineer's Return No. C-V) and the office copy of the Note for Superintending Engineer, Form C-VIII, and filed as record.

2. The body of the return is prepared from the totals of the correspondingly numbered columns of Form C-V.

3. In the space left for a General Report the Sub-Divisional Officer should mention all works he has himself visited in the week, any epidemic diseases which have attacked the works, any special difficulties he finds himself confronted with, and any matters in which he seeks the assistance of the Assistant Commissioner or the Executive Engineer, or which he wishes to bring to the notice of either officer. The report should also contain any information sent to the Superintending Engineer in Form C-VIII.

NOTE.—For use in districts containing more than ten relief charges, it will be necessary to issue an expanded form for this return, and to give a full opening for the "Numbers on works," the "Expenditure," and the "General Notes."

**Signature of Sub-Divisional Officer.**



12	13	14	15	16	17	18	19	20	21	22	23
Distinguishing Letter and Number of the Charge.	<div>WAGES OF WORKERS.</div> <div>GRATUITOUS RELIEF IN FOOD AND CASH.</div> <div>MISCELLANEOUS.</div>										
	<div>Directly employed in executing the works in hand.</div> <div>Dependants in hospitals.</div> <div>Works establishment.</div> <div>Tools and plant.</div> <div>Shelter.</div> <div>Other items.</div> <div>Total expenditure.</div>										
	<div>Sub-Divisional Office ...</div> <div>Total (nearest rupee) ...</div> <div>Daily average (nearest rupee) ...</div>										

(Form C-VII).

GENERAL NOTES.

Distinguishing Letter and Number of the Charge.	Name of Officer- in-Charge.	Name of work in 'hand.	Total ...	WORKS ESTABLISHMENT.												TOOLS.				PERSONS FED (UNITS).				DEATHS IN HOSPITAL AND ON THE WORKS.			
				Officer-in-Charge.	Sub Inspectors, etc.	Permanent Sub- Overseers.	Temporary Sub- Overseers.	Medical Subordi- nates.	Work Agents.	Clerks and Sub- Cashiers.	Multitarians.	Chapmans.	Hospital Establish- ment.	Kitchen Establish- ment.	Gangmates (counted as relief workers).	Picks.	Phaorahs.	Hammers of sorts.	Men.	Women.	Children.	Men.	Women.	Children.	Cholera.	Pneumonia.	Other.

(Form C- VII).

Distinguishing Letter and Number of the Charge.	Nature of Work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence—		Standard rate, i.e., normal petty con- tract rate.	Percentage of column 7 to column 6.	Sanctioned estimate.	Expendi- ture up to date.
				Able- bodied.	Able- bodied and weakly combined.		Of column 5 on col- umn 4.	Of column 6 on col- umn 4.				
1	2	3	4	5	6	7	8	9	10	11	12	13

**FORM C-VIII.**

[*Vide* PARAGRAPH 90 OF THE CODE AND  
CHAPTER XIV OF APPENDIX C.]

Week ending Saturday, \_\_\_\_\_

District \_\_\_\_\_

System of working is on the Scarcity  
Rules. Famine

Despatched to the Superintending  
Engineer, as

No. \_\_\_\_\_, dated \_\_\_\_\_.

Copy forwarded to the Commissioner, Ajmer-Merwara, for information as No. —, dated —.

9.—Deaths in hospital and on the works.

Disease or cause of death.	No.	Remarks.
Total ...		

10.—Other remarks (if any —

**Instructions.**

This form should be filled up from the totals of Form C-VII on the Wednesday of each week and despatched at once to the Superintending Engineer, a copy being sent to the Commissioner, with the words "Weekly Report" on the cover of envelope. In cases where a district is divided, a separate return will be required from each Sub-division.

*Sub-Divisional Officer.*

Week ending Saturday, the _____ 190 .						District of _____						
1	2	3	4	5	6	7	8	9	10	11		
Classes.	Number of units.					Wages and allowances.		Average wage or allowance per unit.	Daily average number of units on the works.	Remarks.		
	Men.	Women.	Children.	Total.	Corresponding cols. of Form C-VII and C-VIII.	Rupees (nearest rupee).	Corresponding cols. of Form C-V and C-VI.					
<b>Workers.</b>								Pies.				
Directly employed in executing the work in hand—												
(a) Able-bodied gangs ...					3		13					
(b) Weakly gangs and individuals employed on services in connection with the charge ...					4		14					
* Temporarily unemployed (Sundays marching, &c.) ..					5		15					
Total of workers ..					6		16					
<b>Gratuitously relieved.</b>					7		..					
Dependants of workers ...					8	Cash allowances and food.	17					
Hospital patients and their personal attendants ...					9		18					
Total of gratuitously relieved ...					10		..					
<b>GRAND TOTAL</b> ...					11		..					
<b>Payments on account of works establishment †</b> ...							19	At the close of the week there were				
Ditto tools and plant ...							20	separate relief charges open.				
Ditto shelter ...							21					
Ditto other miscellaneous items ...							22					
<b>Total expenditure of the week</b> ..							23					

\* NOTE.—Shown here for statistical purposes, but in Public Works Accounts this expenditure should not be included in the cost of the work; it should be shown separately, and in the Public Works Accounts it should be added to the gratuitous relief.

† To include travelling allowance.

\* **NOTE.**—Shown here for statistical purposes, but in Public Works Accounts this expenditure should not be included in the cost of the work; it should be shown separately, and in the Public Works Accounts it should be added to the gratuitous : chief.

**+ To include travelling allowance.**



*General Establishment not attached  
to any particular work.*

\* Have been counted in among the relief workers.

(Units.)

	Dependants.	In hospital.
Men ... ..		
Women ... ..		
Children ... ..		
Total ... ..		

[illegible]

### 7.—Epidemic diseases—

1.—Increase or decrease in numbers—

Persons are still coming in.  
not coming in.

**2.—General health and condition—**

The condition of the adults attending the works is good and is improving. That of the children is \_\_\_\_\_.

The new arrivals are fairly healthy.  
weekly.  
emaciated.

### 3.—*Prices and wages—*

The grain in common consumption is \_\_\_\_\_  
 \_\_\_\_\_, and its retail price on the  
 works is \_\_\_\_\_ *sér's* per rupee.  
 The basis of wages is the \_\_\_\_\_ *sér* scale.

#### 4.—Establishment—

~~Is sufficient, but~~ the following addition  
~~Is insufficient, and~~  
would be useful.

### 5.—Forecast of works—

I find ~~no difficulty~~  
difficulty in providing work for all  
persons coming in \_\_\_\_\_.

### C.—Tools—

Are sufficient  
in sufficient

(Form C-VIII).

Nature of Work.	Full task for the week.	Work done during the week.	Expenditure during the week on wages of workers directly employed in executing the work in hand.		Other expenditure during the week.	Incidence—		Standard rate, i.e., normal petty contract rate.	Percentage of column 6 to column 5.
			Able-bodied	Able-bodied and weakly combined.		Of column 4 on column 3.	Of column 5 on column 3.		
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 9.—The rate may vary on different works. If so, the maximum and minimum rates in the corresponding column of Form C-VII should both be given.

(Form C-IX).

## FORM C-IX.

## FORM OF INSPECTING OFFICER'S REPORT.

[Vide PARAGRAPHS 70 AND 71 OF THE CODE.]

----- DIVISION. ----- DISTRICT.  
*Notes of an inspection made by* -----  
 ----- on ----- 190 .  
*Charge No.* ----- *Officer-in-charge* -----  
*Despatched to* ----- *as No.* ----- , *dated* -----

## INSTRUCTIONS.

THIS form of Inspection Report is intended to have two uses. It is intended for the use of every officer who is engaged on Departmental Relief Works, as a guide to the principal points of management, organization, and field accounts which require his attention and active assistance. It is intended as a form for the submission of formal inspection reports, to be made from time to time on each relief charge in the manner laid down below. It is *not* intended for use as a mere vehicle of criticism.

2.—Whenever an officer submits a report in this form he must devote at least one whole day to a "charge"; he must see that his facts are correct, that his counting is complete in the manner done (either by sampling gangs or by a full count); and he must record in each case the steps taken by him to remedy the defects reported. If there are serious defects, he must stay on the charge two or three days if possible, and get them righted so far as practicable at the time.

(*Special attention should be paid to checking the accounts vide rule 53, Appendix C.*)

3.—Each relief charge should be formally reported on in this manner about once in three weeks. Full or sample counts of the workers and dependants should be taken on other occasions whenever practicable, but they need not be specially reported.

4.—When a full count is taken it should be made without any warning. A whole party should be stopped, the workers and dependants given 10 minutes to seat themselves, and then counted up by head and entered in a note-book ruled in lines for gangs, men, women, and children. While the count of a party is in progress the workers and dependants must remain seated; as soon as it is over a second signal should be given to resume work. A full count is better directed to checking the gross numbers of gangs, men, women, and children. It is impracticable to at the same time check their correct classification in the muster rolls: this is better done during the sample counts which are made by means of the muster rolls (No. XVIII of report). Two officers working together from opposite ends of a work make a more satisfactory count than is possible by a single officer. In a tank work the whole of the people in it should be seated simultaneously.

5.—In a district which is divided into Public Works "Sections" the Sectional Officer should make the formal inspections and submit the reports to the Sub-divisional Officer, who will forward them to the Executive Engineer after taking such action as he considers necessary.

6.—In a district which is not divided into sections, but in which the staff is strengthened with one or more Military Officers appointed as "Inspecting Officers,"

*(Form C-IX.—contd.).*

the reports will be made both by the Inspecting Officer and the Sub-divisional Officer; the former should be submitted through the Sub-divisional Officer to the Executive Engineer; the latter should be submitted to the Executive Engineer, who, after passing requisite orders, will forward them to the Superintending Engineer.

7.—In a district which has no Inspecting Officers the reports made by the Sub-Divisional Officer should be submitted to the Executive Engineer, and thence after issue of requisite orders to the Superintending Engineer; the reports made by the Visiting Inspectors or other subordinates will not ordinarily go out of the district.

8.—The Executive Engineer should make an inspection report when practicable and submit it to the Superintending Engineer.

---

REPORT.

*General.*—(a) Is the charge "open" for recruitment, or is it a "closed" charge? (b) On what work or works are the people employed? (c) Enter in the margin the reported numbers of attendants this day and for the three previous days, workers, gratuitous, total. (d) If there have been any great differences, note the explanation given by the Officer-in-charge. (e) Are the numbers of attendants on other relief works in the vicinity rising, fairly steady, or falling?

I.—*Future work.*—(a) How many more days' work is there here? (b) Where will the workers go next? (c) Is there enough work marked out ahead for a month?

II.—*Admission.*—(a) Are the arrangements for receiving, registering, and placing new-comers in good order? Are the new-comers put in separate gangs and individually tasked? Is the task low enough at the outset, and is it gradually raised? (b) Are weakly persons put in separate gangs, or are they individually tasked under paragraph 97 of the Code, and is the task low enough? What proportion do their numbers bear to the total number of workers? (c) Are immigrants from other districts and members of aboriginal tribes kept in separate gangs? (d) If a system of selection is in force, have the new-comers got their tickets of admission? (e) Are the numbers engaged in miscellaneous duties excessive?

III.—*Conservancy.*—(a) Are yellow flags fixed at the 150 yards range? (b) Is the intervening ground clean? (c) Is there a staff of men to enforce conservancy rules?

IV.—*Water arrangements.*—(a) Are wells selected and guarded as directed? (b) Are they disinfected regularly? (c) Are the arrangements for water carriage and distribution in proper order?

V.—*Shelter.*—(a) Are there enough grass screens for those who live on the works? (b) Are they strongly made? (c) What proportion of the persons attending the works live on them?

VI.—*Food supplies.*—(a) Quantity and quality. (b) Prices of some of the principal foods. (c) Does there appear to be any combination of the local men? (d) Is *kesari* being sold on the works?

VII.—*Condition of the workers.*—Specially notice the condition of the weakly gangs, weakly persons individually tasked, new-comers, nursing mothers, and of children under seven years of age who have been a short time on the works.

VIII.—*Kitchens.*—(a) Are the arrangements satisfactory? (b) What food is being given to adults, and (c) to children? (d) Is the food digestible?

*(Form C-IX.—contd.).*

**IX.—Hospitals.**—(a) Is there a separate hospital for this charge? (b) If not, where are the sick sent to? (c) Are there isolated huts for small-pox patients? (d) Is there a spare hospital ahead ready for an epidemic? (e) What arrangements are there for discovering the sick and sending them to hospital? (f) Look into food and wages accounts of the hospital and report results. (g) Is the hospital management satisfactory?

**X.—The dead.**—What are the arrangements for disposing of dead bodies?

**XI.—Complaints.**—State result of enquiries into complaints made.

**XII.—Difficulties.**—State any peculiar difficulties in the proper management of this charge.

**XIII.—If able to make a complete count** of the numbers attending this work, give a short note of the results as compared with the reported numbers. [On such occasions it will scarcely be possible to fill in the remainder of this report, and it is not expected.]

**XIV.—Daily routine.**—(a) At what hours is the mustering done? (b) At what intervals are wages paid, and (c) at what hours, and (d) by whom?

**XV.—Establishment.**—(a) How many Work Agents are there, and (b) gang muharrirs? (c) Do they seem to know the rules and to understand their duties? (d) Are they all provided with huts or tents? Note any who appear to be (e) specially good men, (f) incompetent or lazy. (g) Compare the establishment attendance book with the acquittance roll. (h) Is the establishment excessive?

**XVI.—The work.**—(a) Is the work on the Famine or on the Scarcity system? (b) What is the task or rate on this work? (c) Is the work marked out in such a way that it can be understood by the people and effectively checked? (d) Do the Work Agents keep their measurement notes on the work done up to date? (e) Are the carriers correctly proportioned to the diggers? (f) What proportion of the gangs is earning the full wage? (g) What percentage of the full wage do the average earnings represent? (h) Give separate figures for able-bodied and weakly gangs and explain any remarkable figures. (i) How does the expenditure up to date compare with the sanctioned estimate? (j) How does the rate of expenditure compare with the normal petty contract rate?

**XVII.—Muster rolls.**—(a) Are they correctly kept and the abstracts properly entered? Give results of some checks.

**XVIII.—Checking numbers by samples.**—(a) Muster one gang, at random, in each muharrir's party on the spot and check the muster-roll entries for the day. (b) Then count up the whole number of gangs on the work and estimate the number of men, women, and children by the mean numbers of the counted gangs. State the results.

**XIX.—Checking accounts.**—(a) Take the checked muster-rolls to the charge headquarters. Then compare them with the entries in Muharrir's Daily Abstracts of the day and note any differences. (b) Take the complete set of Muharrir's Daily Abstracts for three or four days back, and compare their totals with entries in the charge day-book for the same day. (c) Compare the charge day-book with the cash book entries. (d) Trace out and look into the accounts for cooked food, comparing expenditure with the number of persons being fed. (e) Examine the contingent expenditure, scrutinizing the vouchers. (f) Compare charge day-book and cash book entries with the last two or three weeks' charge Progress Return. (g) Check the price basis. (h) See that the cash balance is not excessive. State results.

(Form C-IX.—concl'd.).

XX.—*Funds and Coin.*—What are the arrangements for (a) keeping in funds, (b) transport and custody of coin, (c) keeping up supply of copper coin? Are they working satisfactorily?

XXI.—*Fire protection.*—Are all grass huts, specially in the headquarters' camp, protected from fire and starving cattle by mud or "cow-dung leeping?"

XXII.—*Stores, tools, and baskets.*—(a) Are the registers in good order so that every transaction is traceable? (b) What numbers of spare picks, phaorahs (hammers in a stone-breaking work), and baskets are there? (c) Is anything wanting?

XXIII.—*Office matters.*—If there is any unnecessary writing or account rendering, notice it here.

---

GENERAL REPORT.

As regards general condition and management of the works : and conduct of the Officer in-charge.

(Signed.) \_\_\_\_\_

NOTE.—For use this form should be printed in half margin, with sufficient space left for the Inspecting Officer's remarks.

(Form C-X).

## FORM C-X.

## DAILY REPORT CARD

The object of the daily report is to convey general information, and specially information as to gross expenditure, at a very early date, without going into details. The report may be given in various forms to suit local requirements, but in all cases the form should be as simple as possible, and all its figures should be directly obtainable from the totals of the charge day-book and cash book. It should not contain information that will do quite as well in the weekly reports.

The following is an example of a suitable form and should ordinarily be adopted. The name of the district and the address should be printed on the card. The charge number may also be conveniently printed. For each different address there should be a differently coloured card, as light green for the Sub-Divisional Officer, pink for the Assistant Commissioner, white for the Executive Engineer. This greatly facilitates distribution and prevents frequent confusion.

These cards, which it is quicker, or more convenient, to send by post, should be printed on post-cards, with the Officer-in-charge's signature on the *address* side of the card; but those within the district will usually be sent by special messenger; and in a district where there are a great number of relief works in progress a special Famine Relief postal service of *dak* runners to carry these and the very numerous other returns and documents should be organized.

DISTRICT _____		
Charge No. _____ Date _____		
Work _____		
1. Number on the charge—		
Workers.	Dependants.	Total.
2. Are people crowding in? _____		
3. Quantity of work done _____ c. ft.		
4. Expenditure for the day _____		
5. Money left in cash and cheques, Rs. _____		
6. All gangs paid up to _____		
7. Epidemics, or accident, or loot, &c. _____		
Officer-in-charge.		



(Form C-XI).

## FORM C-XI.

## FORM OF APPOINTMENT OF A MEMBER OF THE WORKS ESTABLISHMENT.

(To be prepared and signed in triplicate, one copy to be given to the person appointed, one copy to be transmitted to the Examiner, Public Works Accounts, and one copy to be recorded in the office of the authority making the appointment).

FROM

THE EXECUTIVE ENGINEER,

*Ajmer Provincial Division.*

To

No. \_\_\_\_\_

Dated at \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ 190 .

YOU are hereby appointed a member of the Works Establishment of the \_\_\_\_\_ Division, Public Works Department, in Ajmer-Merwara, as a \_\_\_\_\_ on a consolidated salary of Rupees \_\_\_\_\_ per month, with effect from the morning of the day you enter upon your duties under the Sub-Divisional Officer of \_\_\_\_\_, to whom you should report yourself without delay.

2. Your appointment will cease on receipt of a written notice from the Executive Engineer. \* If he considers your conduct and work have been satisfactory, he is empowered to then pay you a sum equivalent to your salary for six to fourteen days, in lieu of travelling allowance, to enable you to return home. This cannot be claimed as a right.\*

3. While in Government employ you will be subject to, and governed by, the rules for the time being in force in the Public Works Department, supplemented by such other orders as you may from time to time receive from the officer under whom you are serving.

4. Your salary is consolidated and includes all charges, and you will not be entitled to any travelling or other allowances.

5. This appointment is cancelled should you fail to join by \_\_\_\_\_

\_\_\_\_\_  
*Executive Engineer.*

## (Declaration by person appointed.)

I hereby accept the appointment conferred on me in the above order, the terms of which I clearly understand and agree to; and I hereby bind myself to observe and abide by the rules referred to in paragraph 3 of the said order.

(Signature) \_\_\_\_\_

Dated at \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_ 190 .

\* The same form may be used for the appointment of a Visiting Inspector, but in such case the words "Temporary Establishment" must be substituted for "Works Establishment" in paragraph 1; and the latter part of paragraph 2 must be struck out, as such an allowance cannot be passed to a member of the Temporary Establishment.

*(Appendix D).***APPENDIX D.****VILLAGE WORKS.**

1.—On the first warnings of scarcity the Assistant Commissioner is required to examine the programme of village works, with a view to testing its adequacy and deciding in what order the works will be opened. Civil Works should not be opened at the outset if a sufficient number of private works are available.

**PRIVATE WORKS (UNAIDED).**

2.—The Assistant Commissioner should use his influence to induce landowners and others, who have undertaken or may be ready to open unaided private works, to commence them on the first warnings of scarcity. But he should not in any way interfere in the management of such works.

3.—The Circle Officer will obtain on every Saturday evening from the persons who have undertaken unaided private works the weekly returns prescribed by paragraph 113 of the Code in Form D-I. He should himself compile a single return for his circle in the same form, and forward it to the Assistant Commissioner, so as to reach him not later than Monday morning.

4.—It will be the duty of the patwári to fill up the return daily if so required by the person undertaking the work. Where unaided private works are numerous they may be grouped together in such numbers that they can be visited by one man daily, and the Assistant Commissioner may appoint a special muharrir on pay of not more than Rs. 15 per mensem for the group.

5.—The Circle Officer and the Village Works Inspector (if any) should from time to time verify the numbers shown as attending the work and report to what classes of persons generally they belong ; but they shall in no case interfere with the management.

**PRIVATE WORKS (AIDED).**

6.—On the first warnings of scarcity the Local Government should allot such sums as may, with reference to local conditions and the local programmes, be required for advances under Act XIX of 1883. The Commissioner should distribute such allotments over Ajmer and Merwara and Assistant Commissioners should select from the programmes such works as are urgently required. If the allotment is insufficient, the Assistant Commissioner should report the fact and his requirements to the Commissioner, who should, if possible, arrange for a transfer from the other district, or report the matter to the Local Government for an extra grant.

7.—Advances not exceeding Rs. 500 may be granted by the Assistant Commissioner, specially empowered by the Chief Commissioner in this behalf, provided that the allotment is not exceeded for any one work which has been entered in the programme of village works. In

the case of works not entered in that programme, advance may only be given after the Assistant Commissioner is satisfied of the utility of the work, and then only to persons who have proprietary rights in land or can give security for repayment. Loans exceeding Rs. 500 for any work require the sanction of the Commissioner and loans exceeding Rs. 5,000 the sanction of the Chief Commissioner.

When the value of the applicant's interest in the land to be improved is sufficient to cover the loan, collateral security need not be required. Personal security may be accepted (a) when the sureties are a body of the village residents who bind themselves jointly and severally to the Government for the payment of the whole amount payable in respect of the loan, (b) in special cases where the Commissioner or Assistant Commissioner, for reasons to be recorded by him in writing, thinks it desirable.

8. The management will be conducted by the grantee, and the control of the Assistant Commissioner will ordinarily be restricted to seeing that the loan is applied solely to the purpose for which it has been granted. The grantee should on every Saturday evening furnish the Circle Officer with a labour return in Form D-I. The provisions of rules 3 and 4 above will also apply to such works. A copy of the return submitted by the Circle Officer to the Assistant Commissioner should be sent to the Sub-Divisional Officer.

#### CIVIL WORKS.

9. Non-departmental works should be opened generally in accordance with the provisions of paragraph 77 of the Code ; but if it be found that only certain classes of persons are employed on private works, it may be necessary to open non-departmental works, irrespective of those provisions. Civil Works should be managed by one of the agencies mentioned in paragraph 114 of the Code.

##### *A.—Managed by non-official Agency.*

10. Where the works are managed entirely by non-official agency, the manager will ordinarily be kept in funds by periodical advances in lump sums. In such cases the procedure laid down for aided private works should be followed. The copy of the weekly return in Form D-I submitted to the Sub-Divisional Officer should show separately the wages paid during the week, the cost of tools and plant, and the cost of other items. From this return the appropriate columns of the Ledger (Form D-II) will be written up.

##### *B.—Managed by official Agency.*

11. If it is necessary to employ official agency for the management, the Assistant Commissioner should appoint a suitable Manager under the control of the Circle Officer or Village Works Inspector (if any).

12. The principles laid down in paragraph 115 of the Code should be followed.

Appendix D  
(Appendix D).

13. (a) The Manager will be given a permanent advance which should be sufficient for two or three weeks' expenditure according to the distance of the work from the Head-quarters.
- (b) The permanent advance should be recouped on the last day of every week, or earlier if necessary, on a bill in form L-II, which should be supported by vouchers of all payments made and sent through the Tahsildar to the Assistant Commissioner.
14. (a) The muster-roll should be kept in Form D-IV. Where wages are not paid daily, attendance should be recorded daily, but payments should be entered only on the date on which they are actually made. It is necessary that measurements and payments should be up to date at the end of the week, in order that the weekly bill may be promptly submitted, and may contain a record of actuals up to date.
- (b) The mates of gangs should take the muster-rolls every evening to the Manager, who should post up his day-book, Form D-V, from them.
15. The Manager should on every Saturday evening furnish the Circle Officer with a labour return in Form D-I, together with a return on a form similar to the abstract D-III. The Circle Officer should compile a single labour return in Form D-I for his circle and forward it to the Assistant Commissioner so as to reach him not later than Monday morning. He should forward the returns which correspond to Form D-III to the Sub-Divisional Officer.
16. The Village Works Inspectors appointed under paragraph 116 of the Code should be professionally qualified men ordinarily drawing a consolidated salary of from Rs. 75 to Rs. 100 per mensem. They should have no clerical establishment, but should be allowed a peon or two. They should also be given a small permanent advance to meet contingent expenditure.
17. The Assistant Commissioner may appoint such mistris or muharrirs as he may require provided that their salary in no case exceeds Rs. 15 per month.
18. A stock register of tools and plant and other dead stock of a non-perishable nature should be kept up in Form L-V.
19. A ledger in Form D-II should be kept up for each civil work (whether financed by a permanent advance or an advance in a lump sum), both in the head-quarters and sub-divisional office. The information will be obtained from Form D-III.

## (Appendix D.—Form D-I).

20. Inspecting Officers should specially attend to the following matters:—

- (a) What classes are admitted; and, if a system of selection is in force, have they got tickets?
- (b) What is the condition of the workers?
- (c) What establishment is there?
- (d) Is the work marked out in advance? Do the people understand what they have to do?
- (e) What is the task? What proportion of the full task is done?
- (f) At what hours is the mustering done; are the muster-rolls correct, and up to date? Are the entries always made in ink and totalled without delay? Specially examine any great variations in the numbers attending on successive days.
- (g) At what intervals are wages paid? Is there any complaint of delay? Is the proper price-basis used?
- (h) Are measurements always completed before payments are made? Check them by actual measurement.
- (i) What percentage of the full wage is earned?
- (j) Compare muster-rolls with the day-book; and the latter with the cash book. See that they agree with the weekly bills sent to the Assistant Commissioner for recoupment.
- (k) Is the balance in hand excessive?
- (l) Is the dead-stock register properly maintained?
- (m) Specially examine the incidences of expenditure for work done and per unit relieved, first for the last week and secondly up to date. Look up the sanctioned estimate and see that the progress made is roughly proportionate to the expenditure incurred.

## FORM D-I.

LABOUR RETURN, WEEK ENDING SATURDAY, \_\_\_\_\_

Name of Village

Name of { Grantee or Manager  
Relief Circle

Name of Work

Day.				Men.			Women.		Children.	Total Number.
				A.	B.	C.	B.	C.		
Sunday	...	...	...							
Monday	...	...	...							
Tuesday	...	...	...							
Wednesday	...	...	...							
Thursday	...	...	...							
Friday	...	...	...							
Saturday	..	...	...							
Total										
Daily average										

(Date and Signature).

### Nature of Work\_\_\_\_\_

## LEDGER OF CIVIL WORK.

**Estimate sanctioned, Rs.**

Circle \_\_\_\_\_, Tahiti \_\_\_\_\_.

(Form D-II).

[illegible]

(Forms D-III and D-IV).

## FORM D-III.

## WEEKLY ABSTRACT OF CIVIL WORK CHARGES.

Name and number of work \_\_\_\_\_ Village \_\_\_\_\_, Circle \_\_\_\_\_.

Date of the last bill drawn \_\_\_\_\_ Estimate sanctioned for Rs. \_\_\_\_\_.

Date of this bill \_\_\_\_\_ Price basis \_\_\_\_\_ sérs per rupee.

Number of units relieved during the week.	Nature and quantity of work.			Full wages for full task.	Wages actually paid.	Cost of tools and plant.	Cost of other items.	Total expenditure of the week.	Total expenditure up to date.	Incidence of expenditure.			Remarks.
	Nature of work.	Full task.	Work done.							Column 8 on column 1.	Column 9 on column 1.	Column 9 on column 1.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NOTE.— This form should be printed on red paper.

Signature of Manager.

## FORM D-IV.

## MUSTER-ROLL ON CIVIL WORKS.

Name of work \_\_\_\_\_ Number of gang\* \_\_\_\_\_.

Circle \_\_\_\_\_, Tahsil \_\_\_\_\_, District \_\_\_\_\_.

Serial number.	Class of worker.	Name.	Residence (name of village should be entered).	Month and year.																															Remarks.
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
			Total																																

## Progress of Work and Payments.

Nature of work \_\_\_\_\_

Price basis \_\_\_\_\_ sérs per rupee.

Date of month.	Full task.	Work done.	Full wages for full task.	NUMBERS AND WAGES ACTUALLY PAID.															
				MEN A.		MEN B.		MEN C.		WOMEN B.		WOMEN C.		CHILDREN D, 10 to 14 YEARS.		TOTAL.			
				Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.		
1 to 31																			

NOTE.—For use the abstract should be printed in *extenso* on the back of the muster-roll.

The entries should be made in ink and totalled without delay.

\* In the case of a weakly gang the word "weakly" should be entered before the gang number. Weakly persons in an able-bodied gang, individually tasked under paragraph 97 of the Code, should be separately entered at the end.

## DAY BOOK FOR CIVIL WORK.

### Nature of Work

**Circle**, **Tahsil**

**Price basis** 8½rs per rupee.

[illegible]



(Appendix E).

## APPENDIX E.

## GRATUITOUS VILLAGE RELIEF.

1. Paragraph 132 of the Code prescribes that the allowances granted to persons on gratuitous relief shall be distributed at least once a fortnight. The present rules are based on the assumption that the payments can be made weekly. If local circumstances necessitate fortnightly payments in any sub-division or district, the necessary changes should be made, care being taken that the period of a fortnight synchronizes all over the sub-division or district and invariably ends on a Saturday.

2. The Assistant Commissioner will decide by which of the agencies denoted in paragraph 133 of the Code relief should be distributed. The patwári should be selected as the distributor only when none of the other agencies is available.

3. The village relief list should be maintained in form E-I. The form should be printed on strong paper and should be backed with cloth. Except in the case noted in rule 8 below, it must always be present in the village.

4. A ticket should be given in form E-II to every recipient on admission to relief.

5. All payments should be entered in ink as soon as made in Forms E-I and E-II. In the case of E-I the entries should be totalled on any day on which payments are made, as soon as payments have been completed, and should be vouched for by the signature of the distributor.

6. When it is decided to commence distribution of relief (*vide* paragraph 61 of the Code) the distributor should be given a permanent advance sufficient for 10 days' relief. He should enter all receipts and payments in a cash book. One entry will suffice for the payments of one day.

7. Each recipient shall receive a sum sufficient to maintain him (at the rate which will be fixed by the Assistant Commissioner, with regard to the price basis sanctioned by the Commissioner) till the next following Monday. Persons admitted to relief during the week, whether provisionally by the patwári or by the circle officer, should, on admission, be given a sum representing the amount due till the Monday.

8. On the last day of each week the circle officer will be present at a central town or village selected for the purpose by the sub-divisional officer. He will there be supplied by the tahsildar from the permanent advance with a sum of money sufficient to recoup the permanent advance of each distributor. If possible, the money should be distributed under the supervision of an officer of superior rank, such as a tahsildar or nab-tahsildar. On the same occasion the patwáris of the circle will submit to the circle officer abstracts in Form E-III in duplicate. The circle officer, having checked the abstracts arithmetically and by comparison with the village relief lists bearing the distributors' signature, will pay

*(Appendix E).*

the patwáris the amount shown as expended in column 6, together with any extra amounts that may be necessary to make the permanent advances sufficient for ten days' relief. The amounts so paid will be entered in the last column of the abstract under the signature of the circle officer, the amount required to recoup the distributors' permanent advance and the extra amount paid to increase that advance so as to make it sufficient for ten days' relief being shown separately.

9. One copy of the abstract with the above details noted on it will be sent to the distributor so as to be available at times of inspection.

10. The circle officer will prepare a consolidated return for his whole circle showing the numbers relieved on the last day of the week and submit it to the Assistant Commissioner so as to reach him not later than Monday morning. He will also prepare a consolidated abstract in duplicate in Form E-III for his circle and despatch it at once to the Sub-divisional Officer.

11. On return to his village, the patwári (unless he is himself the distributor) will make over the money he has received to the distributor, who will at once pay their week's doles to the recipients.

Children who have no one to look after them, and children who are neglected and starved by their parents or guardians, and adults who are helpless or who squander their doles will be entrusted to the village headman, who will receive their doles and be responsible for feeding them. They will be noted in the remarks column as "under the care of the village headman." The headman will be responsible that those who are able to do some light work useful in the village do such work.

12. The circle officer will maintain a register with columns corresponding to those in Form E-III for his circle. At least one page will be devoted to each village. Entries will be made from the duplicates of the patwári's abstracts, which may then be destroyed.

13. The Sub-divisional Officer will maintain with his own hand a register similar to that prescribed for circle officers, but the details entered in it will be for circles instead of for villages: the population also of each circle should be noted. The entries in the register will be made from the consolidated abstracts furnished under rule 10. As soon as he has posted his weekly accounts, the Sub-divisional Officer will make out a bill in form L-II in order to recoup the tahsildar's permanent advance. He will endorse on each circle abstract a serial number as well as the date of the abstract bill on which the amount was drawn. The circle abstracts will then be despatched to the headquarters office for entry in the contingent register and to serve as vouchers in support of the monthly detailed contingent bills.

14. Whenever the Tahsildars run short of funds they should submit a bill in Form L-II, duly supported by vouchers to the Assistant Commissioner, who will arrange to recoup it as early as possible.

15. A register should be kept up in Form E-IV (or a corresponding form) where action is taken under paragraph 136 of the Code. Although

*(Appendix E).*

relief to *parda nashin* spinners, &c., is treated as gratuitous relief, the accounts should be kept separately, separate permanent advances being given and abstracts for recoupment being submitted in form E-V. The advance should be recouped on the same date as in the case of village relief.

*Casual Relief.*

16. Full details should be given by the patwáris on the back of Form E-III of all expenditure incurred on relief under paragraphs 134 and 138 of the Code, and on the relief of persons admitted to the list during the week by the circle officer.

*Relief through the Police.*

17. Officers in charge of Police stations should report weekly to the District Superintendent of Police, the names and residences of all men, women, and children relieved under paragraph 44 of the Code and the cost of the relief.

18. The District Superintendent of Police should submit weekly to the Assistant Commissioner so as to reach him not later than Monday morning, an abstract in Form E-VI showing the total numbers relieved under paragraph 44 of the Code and the cost of the relief. The cost so incurred will be recouped by the Assistant Commissioner on a bill in Form L-II.

19. Inspecting officers should see—

- (1) that the numbers relieved are correctly recorded in the village list ;
- (2) that the amounts actually distributed in the village agree with the sanctioned scale of allowances ; and
- (3) that the village headmen are taking proper care of “lawaris” children and other persons entrusted to them.

The following procedure will secure a thorough inspection :—

- (a) muster the paupers (other than *parda nashin* women), comparing their relief tickets with the village list, and testing the entries in them by personal enquiry ;
- (b) see that the entries are in ink, that the columns have been duly totalled, and that a line has been drawn through the blank payment columns when relief has been discontinued ;
- (c) see that the correct price basis has been used, and test the arithmetic of a certain number of entries ;
- (d) compare the amount shown in the village lists with the amounts received weekly, the latter information being obtained from the copy of the abstract returned to the distributor ;
- (e) verify the cash balance with the distributor.

## VILLAGE GRATUITOUS RELIEF LIST.

**Village**—

[illegible]

NOTES.—(a) The list should be in book form.  
(b) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being allotted to each class.  
(c) When a name is removed from the list, the officer removing should draw a line through the blank payment columns.  
(d) The columns should be totalled on any day on which payments are made. All entries should be in ink. When the week's payments are completed, the distributor should sign the list.

(Form E-II).

FORM E-II.  
RELIEF TICKET.

Village Relief Ticket of \_\_\_\_\_ class, \_\_\_\_\_ number in village list.

Amount of Relief

From whom to be received \_\_\_\_\_

(Signature of person granting ticket.)

	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.	For week ending.
Amount distributed ...												
Initial of distributor and date ... ..												

NOTE.—All entries should be made in ink.

(Form E-III).

FORM E-III.  
WEEKLY ABSTRACT OF GRATUITOUS VILLAGE RELIEF.

For the week ending \_\_\_\_\_ Price basis—sér's per rupee. \_\_\_\_\_  
Name of <sup>pativari</sup> circle officer \_\_\_\_\_ SERIAL NO. OF ABSTRACT .

Name of village circle	Advance in hand at beginning of week	Number of regular recipients.						Total cost of regular recipients.	Total cost of other relief.	Grand total cost.	Balance of advance in hand.	Amount paid on this abstract.
		Class E men.	Class K women.	Class F.	Class G.	Class H.	Class I.					

NOTE.—The amount to be entered in the column allotted to "Other relief" is that paid to persons newly admitted to the list during the week, to persons provisionally relieved by the distributor under paragraph 131 and to starving wanderers. Full details of all such payments should be noted on the back of the form.

[Note.—This form should be printed on blue paper.]  
Signature of <sup>pativari</sup> circle officer.

(Forms E-IV and E-V).

**FORM E-IV.**

**REGISTER OF RELIEF GIVEN TO *PARDA-NASHIN* SPINNERS TO WHOM COTTON IS GIVEN TO SPIN, THE THREAD PRODUCED BEING SOLD.**

Village or muhalla \_\_\_\_\_, tahsil \_\_\_\_\_.

Date.	Name of person.	Quantity of cotton given	Quantity of thread returned.	Amount of wages paid.	Method of disposal of thread and amount of proceeds if sold.
1	2	3	4	5	6

NOTE.—In the case of women who, according to custom, do not like to disclose their names, they will be entered as wife or daughter of such a person.

**FORM-E-V.**

**WEEKLY ABSTRACT OF RELIEF UNDER PARAGRAPH 136 OF THE CODE.**

For the week ending \_\_\_\_\_ Date of last bill \_\_\_\_\_

Name of Patwari \_\_\_\_\_ Date of this bill \_\_\_\_\_  
Circle Officer.

Name of Village Circle.	NUMBERS RELIEVED.				Cost of relief.	Receipts.
	Men.	Women.	Children.	Total.		

NOTE.—Any receipts should be credited with the weekly bill.  
[This abstract should be printed on terra-cotta paper.]

*(Form E-VI).***FORM E-VI.****WEEKLY ABSTRACT OF RELIEF BY THE POLICE.**

Date.	<i>Numbers relieved.</i>				Cost of relief.
	Men.	Women.	Children.	Total.	

**Note.** —This abstract should be printed on orange paper.



(Appendix F).

**APPENDIX F.****POOR-HOUSES.**

1. *Site.*—The poor-house should, if possible, be in a grove on tolerably high land, about one mile from the head-quarters of the sub-division.

2. *Buildings.*—The enclosure wall should preferably be made of mud. Its repair will ordinarily afford employment to the inmates. If it is necessary to use grass or hurdle screens as walls, they should be mud-washed as a precaution against fire. There should be at least two main exits from the poor-house not less than eight feet wide; and no thatched or inflammable roof or material should be employed in any structure within 50 feet on either section of the exits. A number of *gharas* filled with water should be kept ready against fire.

3. The shelter may consist of long sheds, running along the enclosure wall, or of separate huts. Huts are somewhat more expensive than sheds, but are cleaner, safer, and more convenient. A few huts should be isolated by a bamboo fence to contain new arrivals under observation. The cook-house, clerk's residence, store-room, and office should have walls of unbaked bricks or stone and a tiled roof. A small hut for the peons should be erected in a central spot, from which the gates and the interior of the poor-house should be visible. Open sheds should be constructed in front of the huts or shed for feeding or working, as may be required. There should be a thickly-thatched hut for storing water.

4. A hospital shed, with accommodation for the medical officer in charge of the poor-house, should be constructed at a moderate distance from the poor-house on a site to be selected by the Civil Surgeon or some medical officer deputed by him. A separate hut for the reception of infectious diseases should be constructed at a greater distance from the poor-house to secure complete isolation. Its construction should on no account be deferred until the actual appearance of epidemic disease. Both the hospital and the segregation hut should have their own separate latrines. A small latrine should also be erected for the staff.

5. *Reception of applicants.*—A peon should always remain on duty to direct applicants to the enclosure reserved for their reception. If necessary, some official with a supply of cooked food should be present at all hours of the day.

6. *Food.*—The food should be distributed twice a day, unless the Civil Surgeon, with the sanction of the Assistant Commissioner, directs that only one meal a day be given. If necessary, a stock of food can be stored, but ordinarily it will be sufficient to contract with a merchant to provide the daily requirements. Every evening there should be enough grain in store for two days' supply, and enough flour for the next day; the grain being ground every day for the food of the following day. The flour should be carefully weighed out for cooking, and a definite relation fixed by experiment between the weight of the raw and the cooked food, and the latter should be tested constantly by weighment by the

## (Appendix F).

Superintendent and the Visitors, who should also see that the food is thoroughly cooked and is served in as palatable a state as possible. The pulse should contain a certain quantity of pepper and spices, according to local custom. The cooking operations take time and the earlier cooked *chapātis* are therefore cold and heavy; the later cooked and warm rations should be issued to the very old and toothless, and the earlier to the more robust. Care should be taken that the flour is of the very best quality, as the presence of husk or any foreign matter may give rise to bowel diseases. It will often happen that the people on first arrival are too weak and exhausted to be able to digest flour *chapātis*, and it is then better to give them boiled rice and *dāl* (*khichri*) or porridge (*daliā*) for the first few days, until their digestions have improved. This is especially the case with children and old people, who often contract diarrhoea if given a solid ration on arrival. The soup known as *daliā*, which is made by mixing one *sér* of flour with five *sérs* of water and one *chhatāk* of salt, the mixture being boiled down to about four *sérs*, is a refreshing diet, not too heavy to endanger constitutions weakened by starvation.

7. The inmates should be arranged in rows in the feeding-sheds in their own enclosures, and the number of rations required for each enclosure should, after being counted by an official at the cook-room door, be taken to them and distributed. A plate or pot should be given to each inmate in which to receive the liquid portion of the meal. They should be supervised while eating their meal, and not allowed to get up till it is eaten, or to give any away.

8. Children of about the same size (not necessarily age) should be fed in gangs and the ration assigned accordingly. Special care should be taken to see that the children are not deprived of any part of their meal, and that they do not save any part of it for their parents.

9. *Water Supply.*—Drinking water should invariably be drawn from a well outside the poor-house. The well should be carefully preserved from contamination, and no one allowed to draw water from it except the staff appointed for this purpose, who should be of appropriate caste. If possible, a second well should be reserved for drinking purposes and kept closed until required. Empty kerosene tins or iron *dols* should be kept stored and cleaned frequently so as to be ready in case epidemic breaks out and it becomes necessary to get water from a distant well. The water required for use during the day should be stored in *matkās* (earthen jars) or in *dols* (iron vessels) in the water-house, whence it should be supplied by means of a *piao*, with a metal channel or pipe, to persons requiring it. No persons except the water-carrier in charge should be admitted to the water-house.

10. A separate well should be kept for bathing and washing clothes at some distance from the poor-house and the drinking well. It should have a trough or bath, to which the paupers should be marched in detachments to bathe, as often as is thought good, with reference to the climate and time of the year. Another trough should be used for washing clothes in.

*(Appendix F).*

11. *Medical.*—The medical subordinate in charge should be well acquainted with the symptoms of relapsing fever. The occurrence of a relapse in fever after a remission of a week should excite suspicion. The fourteenth day after the commencement of a primary attack followed by a remission is the one upon which the relapse is most likely to occur. Should such a case occur it is desirable to isolate the patient. The gums of all inmates should be examined in case of scurvy. The issue of a ration of vegetables twice a week is very desirable. In the absence of vegetables, *amchir*, or fresh limes, should be given.

12. *Sanitary arrangements.*—Two night latrines with earthen or iron receptacles should be provided inside the enclosure. Other latrines are best provided on the trench system with a movable screen. They must be at a sufficient distance, but not too far away. Many of the inmates of the poor-houses will be friendless, very old, blind, and lame; and a boy or able-bodied individual should, if possible, be told off to help any such person to the latrine, &c.

13. Every inmate should be provided with a piece of *chattai* to sleep on over the grass or straw in the hut, and he should be made to bring it out every morning, as soon as the sun is well up, and expose it to the sun on both sides for an hour. The grass and straw should similarly be removed, shaken up, and exposed to the sun twice a week. The issue of blankets will nearly always be necessary. In the absence of these, stout "gunny" cloth is better than nothing.

14. If cholera or other epidemic disease break out, the following procedure should be adopted:—

- (1) The water-supply should be at once changed, the former source of supply being effectually closed. The new wells should be disinfected with permanganate of potash before being brought into use.
- (2) All food (except grain actually stored in the poor-house at the time of the occurrence of the outbreak) should be destroyed.
- (3) Six inches of earth should be removed from the floor of the barracks. If the roof be thatch, it should be burnt.
- (4) The trenches in use should be filled up, the grass screens burnt, and a new latrine erected on an entirely new site.
- (5) All drains should be washed down with a solution of perchloride of mercury (1 in 1,000) and hydrochloric acid.
- (6) If there is over-crowding, the inmates of the least infected barracks should be separated into small gangs; and any gangs remaining free from disease after five days should be drafted off to a suitable locality, after bathing and having their clothes thoroughly disinfected.

## (Appendix F).

15. The paid establishment of a poor-house to be appointed by the Assistant Commissioner, should ordinarily consist of—

				Approximate Pay per mensem.
				Rs.
Approximately two per 100 inmates.	1.	A Superintendent ..	... ..	20
	2.	A Hospital Assistant	... ..	..
	3.	An Accountant ...	.. ..	15 to 20
	4.	Bráhma cooks ...	... ..	4 to 5
	5.	Water-carriers ...	... ..	3 to 4
	6.	Sweepers ...	... ..	2 to 3
	7.	Overseers ..	... ..	1 plus food.
	8.	Peons ...	... ..	4 per mensem
	9.	A gatekeeper ...	... ..	4 „

NOTE.—Monitors should, where possible, be appointed from the inmates, soome extra grain up to  $\frac{1}{2}$ -lb. per diem ( $\frac{1}{2}$  sér) being given as remuneration.

When the poor-house is not in the neighbourhood of a dispensary the hospital assistant will ordinarily (except in the cases of very large poor-houses) be appointed Superintendent. When a poor-house is in the neighbourhood of a dispensary, there will be no need for a hospital assistant, but a Superintendent will be required.

16. *Superintendent.*—The Superintendent will be the immediate subordinate of the Sub-Divisional Officer. He should be acquainted with English and the Vernacular. His duty is general supervision, including the maintenance of discipline and the enforcement of sanitary regulations. In particular he should—

- (a) attend at the admission enclosure morning and evening at fixed hours, dispose of applicants, and see that they are duly registered in Form F-I and brought upon the nominal roll, Form F-II ;
- (b) examine the grain received from the contractor, test its quantity and quality, enter it in the stock register, and see that it is securely stored under a good lock or sufficient guard ;
- (c) attend at feeding time, and see that the food is correct in amount and well cooked ;
- (d) muster the establishment daily, record their attendance in a register, see that they do their duties, and that all forms and registers are properly kept up ;
- (e) see that the inmates are duly organized into gangs and parties, given suitable work, and do it ;
- (f) daily inspect the sleeping quarters after they have been swept, and the latrines after they have been cleaned morning and evening ;
- (g) pay special attention to the water supply and satisfy himself daily that it is pure.

*(Appendix F).*

17. *Medical Officer.*—The medical officer will be responsible that all the requirements of a hospital are provided, and that the sheds are dry and ventilated. He should send in to the Superintendent a daily return showing the number of sick in hospital, the daily admissions, discharges, and deaths, and the number of rations and the quantity of extra food required for his patients. He should also keep up a nominal register of all admissions, their diseases and history. He should constantly inspect the inmates of the poor-house, to see if they are improving or the reverse; and give out-door treatment to those in need of it, not forcing them to enter the hospital unless this is absolutely necessary; for those who are specially emaciated he should prescribe special diet, such as milk or *ghi*, &c. He should report at once to the Superintendent or the Civil Relief Officer any insufficiency or badness of the food. He should also report to the Superintendent if he thinks that in any case the work exacted is too severe for any of the inmates.

18. *The Accountant.*—The Accountant should always be a member of the Tahsildár's permanent establishment. He should keep up the returns and registers of which the forms are given below. He should also provide supplies on indents furnished to him by the Superintendent and medical officer, and keep an account of receipt and issue of stores and food.

19. *Cooks.*—The number of cooks will vary from 1 to 2 per cent. according to the food to be cooked and the physical state of the poor-house inmates; for where the latter are very feeble, more cooks will be required to carry and distribute the cooked food than where there are able-bodied inmates who can be so employed. They must be Brahmans; and, as a rule, they should not be selected from among the inmates.

20. As a rule the cooks should be paid in grain, which may be given uncooked, if desired, at the rate of  $1\frac{1}{2}$  lbs., or for exceptionally hard work, 2 lbs. a day. Where the numbers of inmates are large, the head cook may receive Re. 1 per mensem, in addition. It may be necessary in some cases to arrange that, in addition to their food, the cooks should receive a monthly wage at the rate of  $1\frac{1}{2}$  anna per diem to males and of one anna to females. They will be liable to fines for misconduct, or to stoppage of pay for short delivery of rations.

21. As the rations are given out to the messes by their own cooks, the responsibility is limited to them; and should any deficit exist, it should at once be made good by a minor indent on the storekeeper, the cost being recovered from the pay of the cooks concerned.

22. *Water-carriers.*—Water-carriers (women for choice) should be selected from among the appropriate castes and from the inmates if possible. If inmates are not willing to do this work for an extra  $\frac{1}{2}$ -lb. of flour per diem, outsiders should be employed. Every morning and evening they should fill up the filter pots in the sleeping quarters and feeding

enclosures, and supply the cook-room. The number may vary from 1 to 2 per 100 inmates.

23. *Sweepers.*—Sweepers should be selected from the females in the poor-house and convalescent ward of the hospital. They should receive Re. 1 per mensem in addition to their food. Every morning, on return from latrines, they should sweep up the whole area of the poor-house under the superintendence of a warder; after meals all rubbish collected should be deposited outside the enclosure in some selected spot, from which it will be removed by the scavengers.

24. *Scavengers.*—At 5 A.M. the scavengers should remove the night *chatties* and clear out the latrines, and in the evening they should replace the *chattis* and again cleanse the latrines, and fill up the latrine water-pots. During the day they should remove the sweepings from the enclosure, and dig pits for the reception of night-soil. They should receive Re. 1 per mensem in addition to their food.

25. *The Overseer.*—The Overseer should keep the nominal register of the inmates. If these number more than 150, a second Overseer should be appointed. He should ordinarily be a respectable, literate inhabitant of the tahsil, of good caste. He should be given one rupee a month, *plus* half as much again as the daily ration, which may be given uncooked. He should marshal the inmates in the morning to the early meal, take the roll-call, and give a slip to the Accountant in the following form :—

Attendance \_\_\_\_\_ morning \_\_\_\_\_ of \_\_\_\_\_

Name of gangman.	Men.	Women.	Children.	Total.	Total number of lbs. grain.

During the day he should supervise the work of the gangs, either generally or of any particular set of gangs as the Superintendent may direct. In the evening he should again marshal the inmates to the evening meal, take the roll-call and give a slip to the Accountant in the same form as in the morning.

26. Peons will be required in the proportion of one for the Superintendent and one for the Hospital, and an additional peon for every 200 paupers over 300. Their pay should not exceed Rs. 4 per mensem if it is necessary to employ outsiders. Distressed villagers can ordinarily be found to do this work for Re. 1 per mensem in addition to their food.

27. *Gatekeeper.*—One gatekeeper should always be on duty to receive applicants admitted or persons brought to the poor-house, and to direct them to the medical officer's quarters.

28. *Organization.*—There should be a gangman or monitor to each enclosure, a female being appointed to the female enclosure. These

## (Appendix F).

persons will be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the numbers in an enclosure are small, persons of good caste may be allowed to sit a little apart in working and eating from the other members of the gang, and may have a portion of the shed walled off for them. If no gangman or monitor can be found among the inmates, an outsider should be employed on a ration of  $1\frac{1}{2}$  lbs. of grain, which may be given uncooked.

29. At 5 A.M. (or other hour indicated by the time of the year) all inmates in the poor-house should be turned out to the latrines by the warders on duty; they will then be escorted by the warders to the place set apart for ablution; at 8 A.M. they should return, and at 8-45 the first drum should be beaten; they should then fall in by messes in the feeding enclosure to receive food; the sweepers should afterwards sweep up the camp enclosure, and the water-carriers should fill up the filters and supply the cook-room; those whose turn it is to wash clothing should go in charge of a warder to the place set apart for this purpose. All inmates should return at 4 P.M. At 4-30 P.M. the first drum for the evening meal should be beaten; after this the enclosure should be swept up; at 6 P.M. the inmates should fall in by messes for roll-call, and then be sent to the sleeping quarters.

30. *Eating utensils.*—Eating vessels should be supplied to messes on the indent of the overseer, countersigned by the Superintendent. When any member of a mess leaves, the vessels should be returned, a receipt for them being taken by the overseer; those that are in use should be in the charge of the mess cooks. After the evening meal they should be placed in a shed set apart for them and the mess cooking-pots. This shed should be locked by the Accountant and be under police guard at night. The eating vessels of each mess should be kept in strong baskets provided for the purpose. If any vessel is missing at meal time, the overseer should report the fact to the Superintendent, and after each meal he should personally see that the mess cooks get back the proper number.

31. *Issue of cooked rations.*—The cooks should be furnished with tin measures holding, respectively, the rations of rice and condiment soup; the food should be carried in a large open basket by one or two of the gang, and the male cook should serve it out.

32. *Work.*—Work should be of a light description, such as supplying water, sweeping enclosures, repairing fences or huts, rope-making, spinning, stone breaking, basket-making, &c. Rice cleaning or grinding is suitable work for women of respectable castes; two women in good health should easily grind 30 *sérs* of grain a day, or enough for 60 adults; but if they are enfeebled, two relays of two women each should be allowed for each mill.

It is not intended in these rules to tie the officers down to a too rigid uniformity, but every Superintendent and Sub-Divisional

*(Appendix F).*

Officer is expected to do all in his power to combine efficiency with economy.

33. *Doolies*.—A couple of blanket doolies should be ready at the quarters of the Superintendent to remove the sick to hospital. In ordinary cases of sickness some of the inmates should be made to carry them if unable to walk; but in cases of cholera or small-pox it will be necessary to send for the hospital doolie-bearers or *chamárs*.

34. *Burials*.—Two *chamárs* or sweepers should be attached to the poor-house to remove and dispose of corpses, either by interment or cremation, unless the deceased has friends who are willing to perform the funeral rites of his caste. The usual fees for cremation or burial should be paid.

35. A diet register should be kept in Form F-III, and a food stock register in Form F-IV. These registers should never be kept by the same person, if this can be avoided.

36. A dead stock register for all articles that are not perishable should be kept in Form L-V.

37. The Superintendent should be given a permanent advance, sufficient for a fortnight's requirements. He should enter all receipts and payments in a cash book.

NOTE.—The hospital accounts should be kept on separate forms, but otherwise in the same way.

38. The Superintendent should recoup his permanent advance on the last day of every week, or earlier if necessary, on a bill in Form F-V, which should be submitted to the Assistant Commissioner for payment, duly supported by vouchers.

39. The Superintendent should submit every week to the Assistant Commissioner, so as to reach him not later than Monday morning, a return of the number of persons relieved on the last day of the week. He should also submit every Saturday a weekly return in Form F-VI, to the Sub-Divisional Officer, who will forward it to the Assistant.

40. A ledger should be kept in Form F-VII, both at the headquarters and sub-divisional office.

The Superintendent shall maintain an establishment register in Form F-VIII, and submit a daily return in Form F-IX to the Assistant Commissioner.

41. Inspecting Officers should pay special attention to the discipline and sanitation of the poor-house, seeing that all persons able to do some work are given work. They should also—

- (a) check the attendance by the nominal roll and admission register, comparing the two; see that the departure of an inmate is properly recorded, and that the word "*kharij*" is written across the blank columns of the nominal roll;



*(Appendix F).*

- (b) check the diet register by the nominal roll ; see that both are totalled daily, and that all entries are made in ink ;
- (c) examine the stock register, counting the stores in hand, and comparing issues with the corresponding entries in the diet register ;
- (d) see that the price charged for the stores is fair ;
- (e) check the cash book, and see that the entries agree with the amounts received from the Assistant Commissioner ;
- (f) muster the establishment ; see that they have received their wages, and that their numbers are not excessive ;
- (g) enquire into any unusual contingent expenditure ;
- (h) specially enquire into cases of persons on special diet and see that they get it ;
- (i) see that the inmates feed in messes, and know their rations ;
- (j) check the dead stock register ;
- (k) note the expenditure per head relieved (a) for diet only, (b) for total expenditure.

42. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit poor-houses and record their impressions in an inspection book, which should be kept by the Superintendent.

43. A ledger in Form G-III should be kept up in the head-quarters and Sub-divisional office for each poor-house.

(Form F-I and Form F-II).

FORM F-I.  
ADMISSION REGISTER.

Poor-House \_\_\_\_\_.

Date.	Serial number.	Name and father's name.	Age.	Caste.	Sex.	Residence.			Occupation.	Date of discharge	Where sent to.	Remarks.
						Village.	Pargana.	District.				
1	2	3	4	5	6	7		9	10	11	12	13

All entries should be made in ink.

NOTES.—In the case of an immigrant from a Native State the name of the State should be entered in red ink across columns 7 to 9.  
One series of numbers in column 2 for the whole period during which the poor-house is open should ordinarily be adopted.

FORM F-II.  
NOMINAL ROLL.

Poor-House \_\_\_\_\_.

Serial number.	Name.	Month.																															Remarks.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

- NOTE.—1. All entries should be made in ink. The columns should be totalled daily.  
2. The figure 1 should be used to denote a person's presence in the poor-house on each date. For those in hospital the letter H should be used.  
3. When a name is struck off, the word "Muriy" should be entered in ink across the blank columns; and the date of removal should be written in full.

—POOR-HOUSE.

**NOTES.**—(1) The register should be totalled every week, and under each column should be noted—(a) the price of the article, (b) the cost of the amount consumed. (2) All entries should be made in ink.

Poor-house, \_\_\_\_\_ district.

**NOTE:--**All entries should be made in ink. Column 14 should be filled in only when new supplies are purchased.

**Superintendent, ———— Poor-house.**

(Form F-V and Form F-VI).

FORM F-V.  
WEEKLY ABSTRACT OF POOR-HOUSE RELIEF.

Date of the last bill drawn \_\_\_\_\_  
Date of this bill \_\_\_\_\_.

For Poor-house \_\_\_\_\_.

NUMBER OF PERSONS RELIEVED ON THE LAST DAY OF THE WEEK.			COST OF RELIEF DURING THE WEEK.			REMARKS.
Men.	Women.	Children.	Diēt.	* Other expenditure.	* Total expenditure.	

NOTE.—This form should be printed on green paper.  
\* Excluding establishment charges, except menial establishment.

FORM F-VI.  
WEEKLY RETURN OF THE PERSONS RELIEVED IN THE POOR-HOUSE AT \_\_\_\_\_.

Date.	EXPENDITURE DURING THE WEEK.				Incidence of expenditure per head.	Remarks regarding general health of the poor-houses, inmates, &c.
	Men.	Women.	Children.	Total		
Total ...						

(Signature) \_\_\_\_\_  
\* The incidence of expenditure per head on the total expenditure for the week only should be shown.  
(Signature) \_\_\_\_\_  
Superintendent, Poor-house. Sub-Divisional Relief Officer.

(Form F-VII).

FORM F-VII.  
POOR-HOUSE RELIEF LEDGER.

Name of Poor-house \_\_\_\_\_, Village \_\_\_\_\_, Circle \_\_\_\_\_, Tahsil \_\_\_\_\_.

Week ending.	Total number of units relieved during the week.	EXPENDITURE DURING THE WEEK.		INCIDENCE.		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.
		Diet.	Total expenditure.	Of column 3 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

(Form F-VIII and Form F-IX).

FORM F-VIII.

Register of Sanctioned Establishment to be kept by the Superintendent of Poor-house.

Number of Poor-house.	Name of Poor-house.	Sanctioned Establishment.	Salary.	Date of entertain-ment.	Remarks.

FORM F-IX.

Daily morning state of                      Poor-house.                      Date

Description of Inmates.	Strength by yester-day's Return.	SUBSEQUENT ALTERA-TIONS.				Strength at date of report.	IN ORDINARY POOR-HOUSE.		In Hospital.	REMARKS.
		Admissions.	Discharges.	Deaths.	Births.		On ordinary poor diet.	On extra diet.		
Men    ...    ...										
Women    ...    ...										
Nursing-mothers										
Lads    ...    ...										
Girls    ...    ...										
Children, Class F										
"    "    G										
"    "    H										
"    "    I										

Date    Superintendent, Poor-house.

To be submitted daily to the Assistant Commissioner.

(Appendix G).

## APPENDIX G.

## STATE KITCHENS ON RELIEF WORKS AND. ELSEWHERE.

1. *Construction.*—A kitchen should consist of one or more cooking-sheds, a water-shed, store-room, and one or more eating-sheds. The whole should be surrounded by a screen, of which the gateways should be at least 16 feet wide. The outer and partition walls of kitchens should ordinarily be screens of lattice, bamboo, or other light form of fencing, stiff enough to prevent egress and ingress, but admitting of immediate removal or levelling in case of fire. There should be at least two entrances to the enclosure, with temporary doors; if possible, one entrance for each mess should be arranged. No inflammable material should be erected or used within 25 feet on each side of the entrances. A ditch should be dug round the whole enclosure so as to prevent superficial drainage flowing into it; and, to carry the inside drainage, small open drains should be made leading from the enclosure into the ditch.

2. The eating-sheds should be separated by a suitable interval from the cooking-sheds, to avoid risk from fire. The floors of the eating-sheds should be raised above the surrounding surface to ensure proper supervision.

3. Kitchens for the relief of dependants on works should not be located at great distances from the works. When relief works extend over widely-scattered areas several smaller kitchens are more convenient than one large kitchen.

4. Civil kitchens will not be opened except with the sanction of the Commissioner, who will keep the Chief Commissioner informed of the extent to which this form of relief is used.

5. A Civil kitchen will ordinarily serve the villages and hamlets within a distance of five miles from the place where the kitchen is established.

6. In the rains a kitchen will serve only the village and its hamlets in which it is established.

7. The average ration per child is  $4\frac{1}{2}$  chataks.

No definite rations are, however, used in the kitchen, each child receiving food enough to satisfy it. The grain required for the kitchen will be calculated at the rate of  $4\frac{1}{2}$  chataks per child per day.

8. Adult wanderers specially admitted will receive their meal at the rate of 8 chataks per day. They will not be allowed to stay at the kitchen, if able to travel, but will be passed on to the nearest work.

9. The food issued at the kitchens will be a "dalia" or porridge of maize and salt between September and February. Between February and August "dalia" of wheat or barley will be issued under the advice of the Medical Officer, a change to *dál* and *chapátí* being directed when necessary.

## (Appendix G).

10. *Admission.*—Every person on first admission to a kitchen should be furnished with a tin ticket, on which should be stamped the number of the kitchen, the number borne by the mess, and the person's number in that mess. The ticket should be worn round the neck at meal times.

In the case of kitchens for dependants of relief workers, the tickets for admission will be issued under the orders of the Officer-in-charge. The gang mate should after the daily roll-call bring the dependants in his gang to the kitchen and deliver with them to the Superintendent of the kitchen a memorandum signed by the muharrir in charge of the gang, showing the numbers of dependants present on the relief work. The Superintendent should keep a record of the number of dependants of each class present at each meal, and report the same to the Officer-in-charge every evening.

No person not on the kitchen establishment should be permitted to remain inside the enclosure after meal times.

11. *Attendance.*—An admission and attendance register should be kept up in Form G-I for all persons relieved in State kitchens.

12. *Distribution of food.*—There should be two meals, morning and afternoon. The Assistant Commissioner should fix the times for the meals in consultation with the District Medical Officer. It is important that the meals should be regular, in order that inspecting officers may be able to time surprise visits. Half-an-hour before meal time the Superintendent should call the attendance register. As soon as a person's name is called, he should enter the enclosure and obtain from his mess cook his eating utensils, and then sit down in his usual place in the eating-shed of his mess. Children who are unable to take care of themselves should be admitted along with the person in charge. If the person attending has no plate or vessel of his own, he should be furnished with one. *Dhak* leaves, where available, stitched together will serve as plates.

13. *Removal of cooked food prohibited.*—All food supplied should be eaten in the eating-sheds. The removal of cooked food should be strictly forbidden.

14. *Establishment.*—The kitchen establishment is appointed under the Assistant Commissioner's sanction. The following is the normal establishment of a kitchen of 300 children—

One Superintendent	...	...	...	Rs. 8 p. m.
One Cook	...	...	...	" 5 "
One Assistant to Cook	...	...	...	" 4 "
One Waterman	..	...	...	" 4 "
One Sweeper	...	..	...	" 1 "
Two Warders at Rs. 4 each	...	...	...	" 8 "

*Note.*—Extra cooks may be provided on the scale of one for every 100 in excess of 300. A similar extra establishment of warders, water women, and scavengers is permissible.



*(Appendix G).*

15. *Superintendent.*—The Superintendent will be under the immediate orders of the Officer-in-charge in the case of a kitchen on a public work, and of the Circle Officer or other authority appointed by the Assistant Commissioner in the case of civil kitchens. He will be responsible for the maintenance of discipline, the carrying out of regulations, the cleanliness of the kitchen and its surroundings, the sufficiency and purity of the water supply, and the condition of the persons attending the kitchen. He should obtain daily, on indent from an agent appointed for the purpose, the supplies required for his kitchen. He should personally weigh and distribute the uncooked rations for each mess twice daily. Where the rations admit such treatment, the component items should be mixed or soaked before being given to the cooks, as this will deprive them of most of their saleable value. After the morning issue he should place the grain remaining under lock in the store-room of the section for which they have been procured. After the issue of the uncooked rations he should give out to each mess cook the eating utensils in use by his mess or messes, and after each meal inspect the utensils to ascertain that they have been cleansed, and after seeing them put into their respective baskets, lock them up in the store-room. He should remain till the kitchen is closed.

16. *Warders.*—Warders should be appointed to each section of the kitchen. They should maintain order among the applicants for food, and observe, as far as possible, the issue of the rations, at once reporting to the Superintendent if they consider a short ration is issued. At the end of each meal they should carefully inspect each applicant as he goes out, to see that neither cooked food nor utensils are removed. They should also ascertain that the servants on leaving the kitchen do not take away any food or utensils belonging to the kitchen. One warder must always be on the premises of the kitchen to prevent unlawful egress or ingress. The warders should sleep in their respective sections every night.

17. *Cooks.*—The cooks should carry the supplies required for their respective sections; they should be present one hour and a half before each meal to receive the raw rations and eating utensils of their respective messes, and should cook and distribute the food. After each meal they should collect and cleanse the eating utensils of their messes and replace them in the store-room of their section.

18. *Water-carriers.*—The water-carriers should thoroughly sweep out their respective sections, the rubbish they collect being deposited in a fixed place for removal by scavengers. They should also cleanse their sections after each meal; fill the filters for drinking and culinary purposes and supply all water required during meal times; and move among the inmates, ready to supply water to any one asking for it.

19. The cooks and water-carriers should be chosen with reference to caste requirements.

## (Appendix G).

20. *Scavengers*.—The ground round the kitchen should be cleaned daily, the latrine areas should be cleaned after each meal, and the ordure removed and buried or burnt.

21. *Procedure*.—The Superintendent should total the attendance register after every meal. From it every evening he should post up the diet register, to be kept in Form G-II, and prepare from the total entries an indent of the supplies required on the following day in Form G-V. The indent of food for any one day will, thus, be based on the *attendance of the previous day*. If a number of persons are admitted in the course of the day, a supplementary indent should be submitted, the necessary entries being made and explained in the diet register. The agent supplying the food should keep all indents for at least a month, in case they should be called for.

22. The Superintendent of a civil kitchen should be given a permanent advance, sufficient for a fortnight's expenditure. From this he will meet all charges, *including those for establishment*. He should pay the food bill on the last day of the week. He should on the last day of each week submit his account for recoupment, to the Tahsildar, through the Girdawar.

The Tahsildar after checking the bill should send it on to the Assistant Commissioner, in whose office the bill will be further checked with vouchers and included in the Abstract contingent bill to be cashed at the Treasury.

23. A dead stock register should be kept up for articles that are not perishable, in Form L-V.

24. The following registers should be kept up in the head-quarters and sub-divisional offices, for each civil kitchen :—

- (a) a continuous record of the prices charged for the staple food in each week;
- (b) a ledger in Form G-III.

25. The Superintendent of a civil kitchen shall submit every week to the Girdawar a return of the number of persons relieved on the last day of the week.

The Girdawar shall compile a Circle return of the same nature for each kitchen and despatch it to the Tahsildar for submission to the Assistant Commissioner so as to reach him not later than Monday morning.

The Girdawar shall also obtain and submit every Sunday a weekly return in Form G-IV to the Tahsildar, who will forward it to the Assistant Commissioner.

26. *Inspection*.—There are two times when inspection should be made :—

- (a) when the uncooked food is served out ;
- (b) when the cooked food is being distributed.

## (Appendix G).

Surprise visits are absolutely necessary, and it will be impossible to check the distribution of uncooked food, the attendance, and the distribution of cooked food on one day satisfactorily. The following procedure will secure a thorough inspection :—

- (a) Check the register of admission and attendance, and compare it with the diet register.
- (b) Compare the diet register with the cash book, sending, if necessary, for the original indents. Ascertain whether the diet register and indent are always completed before delivery of food is taken. (This is important, as any irregularity in this matter raises suspicion of collusion with the agent supplying the food.)
- (c) Check the totalling of the cash book, and compare it with advices of remittances from the Tahsil.
- (d) See that the establishments have received their wages as entered in the cash book, and that their numbers are not excessive.
- (e) Enquire into any unusual contingent expenditure.
- (f) Specially examine the prices charged for the food supplied, if necessary making enquiries in the village.
- (g) See that the recipients of food have their tickets, know their rations, and feed in regular groups.
- (h) Note the condition of the children who have been for some time at the kitchen.

NOTE.—If the condition of the children is good, the presumption is that they are receiving their full rations ; while if it is bad, the presumption is that there is leakage of food.

- (i) At meal times note the quality, and in the case of food like *khichri* the consistency, of the food, and enquire from the recipients whether they usually get food of that kind.
- (j) Check the dead-stock register.
- (k) Note carefully the incidence of expenditure per head relieved—(a) for diet only, (b) for total expenditure.

27. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit civil kitchens and record their impressions in an inspection book, which should be kept by the Superintendent.



(Form G-II, Form G-III and Form G-IV).

**FORM G-II.**  
**DIET REGISTER.**

*Kitchen* \_\_\_\_\_, *Village* \_\_\_\_\_, *Circle* \_\_\_\_\_

Date.	Class of dependants.	Attendance on previous day.	Number of chattais for ration.	Total of food in sérs.	Number of sérs.								Signature of Superintendent.
					Grain.	Dal.	Salt.	Pepper.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

All entries should be made in ink.

**FORM G-III.**  
**KITCHEN RELIEF LEDGER.**

*Name of Kitchen* \_\_\_\_\_, *Village* \_\_\_\_\_, *Circle* \_\_\_\_\_, *Tahsil* \_\_\_\_\_

Week ending.	Total number of units relieved during the week.	Expenditure during the week.		Incidence—		Total number of units relieved up to date.	Total expenditure up to date.	Incidence of column 8 on column 7.
		Diet.	Total expenditure.	Of column 3 on column 2.	Of column 4 on column 2.			
1	2	3	4	5	6	7	8	9

**FORM G-IV.**  
**WEEKLY RETURN OF PERSONS RELIEVED.**

*Kitchen* \_\_\_\_\_, *Village* \_\_\_\_\_, *Circle* \_\_\_\_\_, *Tahsil* \_\_\_\_\_.

Date.	Numbers relieved.				Expenditure during the week.				REMARKS.
	Men.	Women.	Children.	Total.	Diet.			Total expenditure.	
Total ...									

(Signature.)

Superintendent, Kitchen.

(Signature.)

Sub-Divisional Officer.

**Circle**

## Village

*at Kitchen*

day of

### Form of Indent for the

Articles.	Amount Required.		Rate.	Cost.	REMARKS.
	Seers.	Chataks.			
1	2	3	4	5	

(*Appendix H*).

## APPENDIX H.

---

### STATE ORPHANAGES.

1. Orphans, who are not provided for in their villages, will be supported either in State orphanages or in poor-houses. In the latter case, the orphans should be kept separate from the other inmates and should be treated and accounted for as if they were in a State orphanage.
2. The rules for the management of poor-houses should be applied, as far as possible, to State orphanages. A register should be kept up in Form H-I.
3. When action is taken under paragraph 159 of the Code, the case should be reported for the orders of the Commissioner in Form H-II.
4. The Superintendent should submit every Saturday a weekly return in Form H-III to the Sub-Divisional Relief Officer, who should forward all such returns with a consolidated return to the Assistant Commissioner so as to reach him not later than Monday morning.
5. An inspection book should be kept in each State orphanage. Copies of all inspection notes recorded in it should be forwarded without delay to the Assistant Commissioner.
6. Members of relief committees and other respectable persons residing in the circle should be encouraged to visit State orphanages and record their impressions in an inspection book. Where possible, a non-official committee, comprising gentlemen of different religions, should be appointed for every State orphanage.

(Form H-I and Form H-II).

FORM H-I.

(Vide PARAGRAPH 156 OF THE CODE.)

REGISTER OF ORPHANS RELIEVED IN ORPHANAGE No. \_\_\_\_\_, \_\_\_\_\_ CIRCLE, IN VILLAGE \_\_\_\_\_  
POOR HOUSE

Date and number of admission ticket.	Name and designation of officer issuing it.	Date of admission to orphanage.	Number in register.	To what section admitted.	Age.	Sex.	Number of mess.	Name of child.	Name of father or mother or relation hitherto supporting the child.	Village.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to whom the child was sent.	Conditions (if any) on which the child was sent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

FORM H-II.

FORM OF REPORT TO COMMISSIONER UNDER PARAGRAPH 159 OF THE CODE.

(Also see Appendix H-III).

District.	Name of orphan, age, and sex.	Religion and caste.	Nature of enquiries made to discover parents.	Nature of efforts made to procure adoption by co-religionists.	Name and character of the orphanage to which this orphan is to be made over.	Orders of Commissioner.
1	2	3	4	5	6	7





(Forms I-I to I-III).

## APPENDIX I.

## FORM I-I.

## NOMINAL ROLL OF WEAVERS RELIEVED.

Serial Number.	Name of Village.	Name of Weaver relieved.	Date of admission to relief.

## FORM I-II.

## REGISTER OF WEAVER RELIEF.

Date.	Day of the week.	NUMBER OF WEAVERS SUPPLIED WITH THREAD OR YARN.				Weight of (thread or wool) distributed.	Cost of weaving disbursed.	Cost of weaving per ser.	Sale proceeds.
		Men.	Women.	Children.	Total.				

## FORM I-III.

## WEEKLY RETURN OF WEAVERS RELIEVED.

Days of the week, with dates.	NUMBER OF WEAVERS SUPPLIED WITH THREAD OR YARN.				Weight of thread or wool distributed.	Cost of weaving disbursed.	Cost of weaving per ser.	Remarks.
	Men.	Women.	Children.	Total.				
Total ...								

This return should be submitted by the Officer-in-Charge of weaver relief every Saturday to the Sub-Divisional Relief Officer, who will forward a consolidated return in the same form so as to reach the Assistant Commissioner not later than Monday morning.

(Signature.)

(Forms K-I and K-II)

## APPENDIX K.

## FORM K-I.

(Vide PARAGRAPH 182 OF THE CODE).

## MONTHLY MEDICAL STATEMENT FOR THE WEEK ENDING 190 .

Name of district.	Whether there has been any increase of illness and disease believed to be due to want of food.	Number of cases of death due to illness induced by want of food which have been brought to notice.	Number of in and out-patients received in special famine hospitals or treated at famine works, with such details of the cases as may be required for the information of the Local Government.	Distribution of the subordinate medical staff, and any increase to it that may be required.								
1	2	3	4	5								
			<table border="1"> <tr> <th data-bbox="465 1018 586 1406">Daily average number of men employed and receiving relief</th> <th data-bbox="465 899 586 1018">Actual number of patients treated during the month.</th> <th data-bbox="465 661 586 899">Total of in and out-patients.</th> <th data-bbox="465 352 586 661">Daily average of sick both in and out.</th> </tr> <tr> <td data-bbox="586 1018 647 1406">Name of special famine hospital, house.</td> <td data-bbox="586 899 647 1018">In-door.</td> <td data-bbox="586 661 647 899">Out-door.</td> <td data-bbox="586 352 647 661"></td> </tr> </table>	Daily average number of men employed and receiving relief	Actual number of patients treated during the month.	Total of in and out-patients.	Daily average of sick both in and out.	Name of special famine hospital, house.	In-door.	Out-door.		
Daily average number of men employed and receiving relief	Actual number of patients treated during the month.	Total of in and out-patients.	Daily average of sick both in and out.									
Name of special famine hospital, house.	In-door.	Out-door.										

NOTE. — The actual number of patients treated during the month is to be shown.

## FORM K-II.

(Vide PARAGRAPH 186 OF THE CODE).

## CIVIL SURGEON'S WEEKLY RETURN OF DEATHS IN POOR-HOUSES FOR THE WEEK ENDING 190 .

District.	Name of poor-house.	AVERAGE DAILY NUMBER OF INMATES DURING THE WEEK OR PERIOD UNDER REPORT.				NUMBER OF CASES OF DEATHS DUE TO—			Percentage of deaths to average number of inmates (column 10).	Increase of illness and disease believed to be due to want of food, with detailed information as to number of deaths attributable to fever, dysentery, diarrhoea, &c., and any remarks the Civil Surgeon may have to make in the event of the percentage of deaths being high.		Remarks as to sanitary arrangements, with explanation of cause of epidemic disease, if any, and information as to steps taken to check it.		Information as to the distribution of the subordinate medical staff, and whether it is adequate or needs any strengthening.	
		Men.	Women.	Child-ren.	Total.	Want of food.	Illness.	Total number of deaths.							
						Direct.*	Indirect.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Total ...														

N.B.—The report should embrace the periods ending 7th, 14th, 21st, and the last day of the month.

\* I.e., persons brought into the poor-house in a moribund condition and dying immediately on admission.

The

19

(Form L-I).

**APPENDIX L.**  
**AJMER-MERWARA.**

*Famine Budget of Expenditure for* \_\_\_\_\_

**1.—CHARGES INSEPARABLE BETWEEN AJMER AND MERWARA.**

Heads.	Estimated amount under each minor head.	Estimate of total expenditure under each main head.	REMARKS.
<b>I.—Commissioner's Office.</b>	...	...	
Clerk on Rs. per mensem ... ..	...		
Printing, Contingencies, etc. ... ..	...		
<b>II.—Medical.</b>			
<b>HOSPITAL ASSISTANTS.</b>	..		
Hospital Assistant for Merwara at Rs. per mensem ... ..	.		
Compounder for Merwara at Rs. p.m....			
Vaccinators at Rs. each for Merwara ...	..		
Hospital Assistant for Ajmer at Rs. per mensem ... ..			
Compounder for Ajmer at Rs. p. m. ...	...		
Vaccinators for Ajmer at Rs. each p.m.			
Medical Stores ... ..	.		
Travelling allowance to Assistant Surgeon and Hospital Assistants at Rs. p.m.	.		
Contingencies, &c. ... ..	..		
Dieting for hospital patients.			
<b>III.—Police.</b>			
Relief under paragraphs 172 to 180 of the Ajmer-Merwara Famine Code ...	.		
<b>Total inseparable charges</b> ...			
<b>Total carried over</b> ...			

(Form L-I contd)

Famine Budget of Expenditure for \_\_\_\_\_

## II.—AJMER DISTRICT.

Heads.	Estimated amount under each minor head.	Estimate of total expenditure under each main head.	REMARKS.
Brought forward ... ..			
<b>I.—Civil Establishment.</b>			
Clerk for Assistant Commissioner's Office at Rs. p. m. ... ..			
Famine Naib Tahsildar at Rs. p. m....			
Accountant at Rs. p. m. ... ..			
<i>Additional Establishment connected with Famine.</i>			
<b>CIVIL.</b>			
Clerk in Tahsil at Rs. p. m. ... ..			
Chaprasis at Rs. each p. m. ... ..			
Potdars at Rs. each p. m. ... ..			
Guards to accompany Potdars (Bhumias)...			
Contingencies—Printing, &c. ... ..			
<b>II.—Public Works Department.</b>			
Establishment ... ..			
Tools and Plant ... ..			
<b>RELIEF WORKS.</b>			
(a) Communications ... ..			
(b) Miscellaneous ... ..			
(c) Irrigation ... ..			
(d) Construction of Railways ... ..			
<b>III.—Civil Gratuitous Relief.</b>			
(a) In villages ... ..			
(b) In Poor-houses ... ..			
(c) In Kitchens ... ..			
(d) Other forms ... ..			
<b>IV.—Travelling Allowance to Civil Employees (Famine) ... ..</b>			
Total Ajmer District ... ..			
Total carried over ... ..			

(Form L-I contd.).

Famine Budget of Expenditure for \_\_\_\_\_

## III—MERWARA DISTRICT.

Heads.	Estimated amount under each minor head.	Estimate of total expenditure under each main head.	REMARKS.
Brought forward ...			
<b>I.—Civil Establishment.</b>			
Famine Naib Tahsildars in charge of works, at Rs. each per mensem ...			
Clerk, for Assistant Commissioner's office, at Rs. per mensem ..			
Accountant at Rs. per mensem ...			
Moharrirs at Rs. each per mensem ...			
Chaprasis at Rs. each per mensem ...			
Potdars at Rs. each per mensem ...			
Guards to accompany Potdars (Bhumias) at Rs. each per mensem ...			
Civil Agency Works Petty Establishment, including pay of mistris at Rs. each and miscellaneous contingencies ...			
Printing, etc. ...			
<b>II.—Public Works Department.</b>			
Establishment ...			
Tools and Plant ...			
<b>RELIEF WORKS.</b>			
(a) Communications ...			
(b) Miscellaneous ...			
(c) Irrigation ...			
(d) Construction of Railways			
<b>III.—Civil Agency Works.</b>			
<b>IV.—Civil Gratuitous Relief.</b>			
(a) In villages ...			
(b) In Poor-houses ...			
(c) In Kitchens ...			
(d) Other forms ...			
<b>V.—Travelling Allowance to Civil Employes (Famine.)</b>			
Total Merwara District ...			
Grand Total ...			

**PAYABLE AT THE TREASURY.**

DISTRICT OF—	ABSTRACT OF BILL FOR CONTINGENT CHARGES ON ACCOUNT OF FAMINE RELIEF.	MONTH OF—
Head of Service.	33.—Famine Relief.	No. of Voucher. } —
Serial numbers of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	<b>I.—OFFICE CONTINGENCIES—</b>	Rs. A. P.
	*1. Service telegrams ... ..	
	*2. Service postage ... ..	
	3. Other office expenditure ... ..	
	<b>II.—RELIEF WORKS IN CHARGE OF CIVIL OFFICERS—</b>	
	(a) Communications—	
	1. Wages of labour ... ..	
	2. Other expenditure ... ..	
	(b) Miscellaneous Public Improvements—	
	1. Wages of labour ... ..	
	2. Other expenditure ... ..	
	(c) Irrigation—	
	1. Wages of labour ... ..	
	2. Other expenditure ... ..	
	<b>III.—RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORK—</b>	
	Payments to weavers and other artizans ... ..	
	<b>IV.—GRATUITOUS RELIEF—</b>	
	(a) Given in Government Institutions—	
	1. Poor-house charges—	
	(1) Diet ... ..	
	(2) Other expenditure ... ..	
	2. State Kitchens—	
	(1) Diet .. ...	
	(2) Other expenditure ... ..	
	3. Orphanages—	
	(1) Diet ... ..	
	(2) Other expenditure ... ..	
	(b) Given at the houses of the people—	
	1. Relief under section 129 of the Code, in cash	
	2. Ditto ditto in grain	
	(c) Given in other ways—	
	1. Casual relief through police ... ..	
	2. Ditto others than the police ... ..	
	<b>V.—MISCELLANEOUS (Details to be given below )—</b>	
	Total Rs. (words)	

**Received payment.**

*To be signed only on the first Abstract bill cashed after the 10th of each month.*

**Dated** \_\_\_\_\_ **Name** \_\_\_\_\_

Pay Rupees \_\_\_\_\_ Office \_\_\_\_\_

Dated \_\_\_\_\_

**Examined** \_\_\_\_\_ **Accountant.**

**Officer in charge of Treasury.**

*(Form L-II contd.).**For use in Accountant-General's Office.*

Admitted                      ...                      ...                      Rs.

Subject to audit on receipt of  
countersigned bill                      ...                      Rs.*Auditor.**Superintendent.*

\* *N.B.*—If any contingent charges, viz., for service telegrams, service postage stamps, and other petty expenditure, are incurred specially for Famine Relief purposes by officers actually employed in relief operations, the expenditure should be met from the Famine allotments and drawn in this bill. This does not, however, refer to any additional contingent expenditure incurred by Assistant Commissioners or other District Officers in their own offices on account of famine, which is debitable to Land Revenue, Administration, Medical, &c.



(Form L-III).

## FORM L-III.

## NOT PAYABLE AT THE TREASURY.

NOTE—This bill should include all charges drawn during the month, and be submitted for countersignature to the Commissioner immediately after the realization of the last Abstract bill of the month.

DISTRICT OF—	BILL FOR CONTINGENT CHARGES ON ACCOUNT OF FAMINE RELIEF.	MONTH OF—		
Head of Service.	83.—Famine Relief.	Amount.		
Serial numbers of sub-vouchers.	Description of charge and date of authority (where special sanction is necessary).	Rs.	A.	P.
	<b>I.—OFFICE CONTINGENCIES—</b>			
	1. Service telegrams ... ..			
	2. Service postage ... ..			
	3. Other office expenditure ... ..			
	<b>II.—RELIEF WORKS IN CHARGE OF CIVIL OFFICERS—</b>			
	(a) Communications—			
	1. Wages of labour ... ..			
	2. Other expenditure ... ..			
	(b) Miscellaneous Public Improvements—			
	1. Wages of labour ... ..			
	2. Other expenditure ... ..			
	(c) Irrigation—			
	1. Wages of labour ... ..			
	2. Other expenditure ... ..			
	<b>III.—RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORK—</b>			
	Payments to weavers and other artisans ...			
	<b>IV.—GRATUITOUS RELIEF—</b>			
	(a) Given in Government Institutions—			
	1. Poor-house charges—			
	(1) Diet ... ..			
	(2) Other expenditure ... ..			
	2. State Kitchens—			
	(1) Diet ... ..			
	(2) Other expenditure ... ..			
	3. Orphanages—			
	(1) Diet ... ..			
	(2) Other expenditure ... ..			
	(b) Given at the houses of the people—			
	1. Relief under section 129 of the Code, in cash ...			
	2. Relief under section 129 of the Code, in grain ...			
	(c) Given in other ways—			
	1. Casual relief through police ... ..			
	2. Ditto others than the police ... ..			
	<b>V.—MISCELLANEOUS (Details to be given below)</b>			
	Carried over ...			

N.B.—One detailed bill should be prepared in support of all the Famine Contingent bills cashed at the Treasury during the month.

## (Form L-III contd.).

Serial numbers of sub-vouchers.	Description of charge and date of authority (where special sanction is necessary).	Amount.		
		Rs.	A.	P.
	Brought forward ...			
<p>1. I certify that, to the best of my knowledge, the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself, to the best of my ability, that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 10 in amount, and all sums paid for postage stamps and telegrams, are attached to the bill. I have, as far as possible, obtained vouchers for other sums for which vouchers are required, and am responsible that they have been so destroyed, defaced, or mutilated that they cannot be used again.</p>				
<p>Name _____</p>				
<p>Dated _____</p>				
<p>Office _____</p>				
<p>Total Rs. (words)</p>				
<p>* Intended also for refunds into the Treasury out of the monthly amounts drawn: in such cases the detailed bill should be prepared for the net amount actually spent, i.e., after deducting the refunds.</p>				
<p>* Deduct amount disallowed from Sub-Voucher No. _____</p>				
<p>Ditto ditto No. _____</p>				
<p>Passed for Rupees _____</p>				

1. I certify that, in support of every charge of more than Rs. 10 made in this bill, receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for service stamps, State telegrams, and items in excess of Rs. 100, are attached to the bill, and I am responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against the Government.

Name \_\_\_\_\_

Office \_\_\_\_\_

*Memo. reconciling the sums drawn during the month from the Treasury with those included in this bill.*

			Rs.	A.	P.
Drawn on abstract contingent Bill No. _____ date					
Ditto ditto No. _____ date					
Ditto ditto No. _____ date					
Ditto ditto No. _____ date					
Add amount of disallowance refunded	...	...			
Total, Contingent Bill	...	...			

*For use in Accountant-General's Office.*

Admitted Rs. ...	...	† Allotment of ...	...		
Objected to Rs. ...	...	Expenditure including this bill	...		
		Expenditure Establishment charges drawn on Establishment bills	...		
		Amount of work bill annexed	...		
Auditor. Superintendent.		Balance available	...		

† The total of all the allotments made by the Commissioner should be shown in the memorandum of allotments.

Statement showing the number of persons relieved, Incidence per head and Expenditure on each class v Relief working up to the amount charged in the monthly Detailed Bill for \_\_\_\_\_ 19 .

[illegible]

(Form L-V).

## FORM L-V.

STOCK REGISTER OF FURNITURE, TOOLS, PLANT, &c., &c., ON  
VILLAGE WORKS, POOR-HOUSES, AND STATE KITCHENS.

Date of purchase.	Particulars of things purchased.	Number of things.	Cost price.	When sold by public auction.	Number of things sold.	Sale proceeds realized.	When credited to Government.	REMARKS.

[ Form L-VI (A). ]

FORM L-VI (A).  
Commissioner's Register of Famine Relief Allotments.

Authority.	Ajmer.	Merwara.	Total.	REMARKS.
Allotment to Commissioner by Government as per letter No. _____ dated _____				
Allotments made by Commissioner to—				
Assistant Commissioner, Ajmer (No. _____ Dated _____)				
Do. Merwara (No. _____ Dated _____)				
Balance ...				

Allotment to Commissioner and balance to be shown in red ink. Any supplementary allotment to Commissioner should also be similarly shown.  
Any further allotments to Assistant Commissioners should be deducted from the balance.

[FORM L-VI (B)].

Register showing Expenditure met from the Allotments made by the Commissioner.

	Ajmer.	Merwara.	
Allotment made by Commissioner ...	...	...	...
Expenditure during	190 .		
Balance available	...	...	...
Expenditure during	190 .		
Balance available	...	...	...
Further allotment by Commissioner ...	...	...	...
Total	...	...	...
Expenditure during	190 .		
Balance available	...	...	...

(Appendix M).

## APPENDIX M.

## REPORTS REQUIRED BY THE GOVERNMENT OF INDIA.

*Vide* Rules promulgated with the Government of India, Department of Revenue and Agriculture (Famine), Resolution No. 4-10-1, dated the 1st March 1905, printed as Appendix A to the Code.

(a).—*In ordinary times.*

*Rules I to V.*—Weekly telegraphic Report on season and crops (Form A. I).

(To be despatched so as to reach the Government of India not later than Thursday in each week.)

*Rule VI.*—Annual Abstract of Relief Works Programmes (Form F).

(To be submitted to the Government of India by the 1st of June in each year.)

(b).—*When Famine is apprehended and during the prevalence of Famine.*

*Rules VII & VIII.*—A report to the Government of India giving grounds of belief that famine is impending and an account of the economic condition of the affected tract, whenever, owing to a deficiency or failure of the rainfall, agricultural prospects become serious and apprehensions of distress arise.

*Rule IX.*—A report to the Government of India in the weekly telegraphic "Season and Crop" report when there is an indication of a probable failure of the harvest or scarcity in the province.

A report in the weekly telegram, whenever the state of affairs becomes so strained that the opening of test or relief works appears likely to be necessary; and when test works have been opened, the districts in which they are situated and the number of persons attending them.

*Rules X to XIV.*—A separate Famine telegram, Form [A-I (α)] to the Government of India weekly, so as to reach their head-quarters not later than Thursday in each week when the test stage has been passed and relief measures have actually commenced.

*Rule XV.*—A statement in Form E, giving details by districts of the relief figures reported in the weekly telegram under Rule X, so as to reach the Government of India not later than the Tuesday following the despatch of the telegraphic report.

*Rules XVI, XVII and XX.*—Monthly written reports in Forms A, B, and C (accompanied by a map) to be submitted within the first half of the month succeeding that to which the reports refer.

*Rule XIX.*—A statement in Form D, showing the area and population of the tracts affected by famine and scarcity, and a forecast of the expenditure on relief, etc., to be furnished with the first monthly

*(Appendix M).*

report, or when any marked alteration occurs in the position or the estimates to require to be reconsidered.

*Rule XXI.*—Special reports to be submitted to the Government of India, as occasion may require, on the following matters, in sufficient time to enable them to make any provision of funds or establishment which may be necessary:—

- (a) The extent to which suspensions or remissions of land revenue, which have been ordered or may be in contemplation, are likely to affect the estimates of land revenue receipts.
- (b) If there is any reason to believe that the Provincial Funds will prove insufficient to meet the exigencies of famine, the extent to which Imperial aid is likely to be required.
- (c) The extent to which the Provincial Staff requires to be increased by drafts from Imperial Departments or otherwise.

*Rule XXII.*—An immediate telegraphic report to the Government of India of any disturbance in the nature of a grain riot.

*Rule XXIII.*—A report to the Government of India when there is reason to believe that subjects of Native States are immigrating into British territory to any unusual or considerable extent owing to distress; and similar information when British subjects are found to be migrating to Native States.

*Rules XXIV and XXV.*—A review of famine relief operations (final report) on the conclusion of a period of famine.

*Rule XXVI.*—Copies of all other important printed famine reports and orders which the Local Government may have prescribed for its own information to be submitted informally to the Government of India.

#### LOCAL GOVERNMENT.

*(In ordinary times.)*

*Para. 25.*—To submit to the Government of India reports in connection with Railway Projects.

*(Preliminary measures of enquiry and preparation when the rains fail).*

*Para. 42.*—To review financial position, and decide what allotments shall be made to the P. W. D. for Famine relief, and what services shall be reduced for the purpose.

*Para. 43.*—When there is a prospect of wide-spread scarcity or famine, to issue circulars or general orders explaining the situation, the policy of relief which will be adopted, and the duties of District and Municipal Boards in connection therewith.



*(Appendix M).**(Period of observation and test).*

*Para. 46.*—To strengthen the district staff where this is necessary, and to submit proposals beyond its competence to sanction for the orders of the Government of India.

*Para. 47.*—To inform the Chief Medical Officer of the additional medical and sanitary staff which is likely to be required.

*(Declaration of distress and commencement of Relief).*

*Para. 56.*—On receipt of the report and telegram prescribed by paragraphs 45 and 50, to decide whether a district or a recognized sub-division of a district has passed the stage of observation and test and should be classed as a "scarcity" or a "famine" district or sub-division.

*Para. 60.*—To decide when relief works should be opened.

*Para. 107 (c).*—To report for the information of the Government of India the reasons for directing that there shall be a rest-day allowance in "scarcity" districts.

*Para. 122.*—To vary the prescribed wage scale by increasing or decreasing the scale laid down in Appendix C-XIII by one pice, either for all classes or for any special class. To delegate this power to the Commissioner with the previous sanction of the Government of India.

*Para. 132.*—To direct that in any relief circle or for any class the distribution of village gratuitous relief shall be made in the form of uncooked rations or of cooked food at State kitchens.

*Para. 159.*—To recognize the private orphanages which will be permitted to receive orphans from a State orphanage or Poor-house.

*Para. 168.*—To direct that every facility compatible with the safety of the forests be afforded by the Forest Officer to persons seeking in Government forest reserves the forest produce which is utilizable as human food.

*Para. 169.*—To exclude any work within a famine area in whole or in part from the operation of the Famine Code, and direct that it be carried out under the ordinary rules of the Public Works Department if it is of such a character, or requires to be executed with such urgency, as to demand the employment of ordinary public works labour at market rates.

*Para. 170 (a).*—To sanction importation of grain into any tract or to any relief work, by the local authorities.

*Para. 170 (b).*—To consider from time to time whether the Government of India shall be moved to reduce the rates for the conveyance of grain and fodder by railway.

*(Appendix M).*

## LOCAL GOVERNMENT.

*Para. 181 (1).*—To sanction grazing on payment in any or all of the forests during any period of a year of scarcity.

*Para. 202.*—To pass orders on the famine budget estimates submitted by the Commissioner and to assign funds for the purpose.

*Para. 207.*—To fix the amount of permanent advances on a suitable scale for expenditure likely to be incurred on relief operations by the Assistant Commissioners.

*Para. 225 (a).*—To lay down a general scale of establishment for each of the several branches of relief.

*Para. 225 (b).*—To authorise the Chief Medical Officer to obtain medical subordinates from other parts of India for employment on famine relief.

## FAMINE COMMISSIONER.

*Para. 62.*—To exercise complete control, so far as famine relief is concerned, over all Departmental and Civil Officers of whatever grade, as the delegate of the Local Government, and to pass orders on all matters connected with famine, submitting such reports and returns to the Local Government as may be prescribed, and obeying its orders.

## SECRETARY TO THE CHIEF COMMISSIONER IN P.W.D.

*Para. 201.*—To dispose of the detailed P. W. Famine Budget Estimate, and to intimate to the Commissioner the orders passed thereon.

## SUPERINTENDING ENGINEER.

*Para. 15.*—To sanction proposals to meet the cost of preparing necessary estimates for the P. W. Famine programme.

*Para. 16 (a).*—To scrutinize, in consultation with the Commissioner, the P. W. Famine programme.

*Para. 29.*—To prepare yearly, in consultation with the Principal, Thomason College, Roorkee, lists of all persons competent to be famine officers of the rank of an Upper Subordinate.

*Para. 66.*—To provide funds, tools and plant, small coin and other things necessary to carry out public works, and to arrange for the redistribution of funds and establishments when required.

To exercise general control over the operations of all Departmental officers, and to submit to the Local Government weekly statements showing the numbers relieved, the gross expenditure, the incidence of cost per unit relieved, the amount of work done, and any other information that may be prescribed.

*Para. 225.*—To make appointments carrying a consolidated salary of more than Rs. 50, but less than Rs. 200, within the limits of the scale pre-

*(Appendix M).*

scribed by the Local Government, and up to a limit of 25 per cent. in excess of that scale, reporting his action immediately to the Local Government.

*Para. 232.*—To dispose of any accounts objection which relates to an item of Rs. 100.

## COMMISSIONER.

*(In ordinary times).*

*Para. 7.*—To make the usual weekly telegraphic season report to the Hon'ble the Chief Commissioner in Form A.I, to communicate promptly to the Chief Commissioner all matters of importance regarding agricultural prospects and conditions.

*Para. 8.*—To draw up for Ajmer and Merwara separate schedules of normal prices of staple food grains of the district at principal markets, which should be revised quinquennially.

*Para. 16 (b).*—To countersign and submit to the Chief Commissioner, through the Superintending Engineer, the P.W. Famine programme so as to reach the Chief Commissioner not later than the 15th May.

*Para. 17.*—To submit to the Local Administration by the 30th December each year a revised list of village works.

*Para. 24.*—To prepare Divisional Programme of village works, and to forward an abstract of it to the Local Government on the 15th May.

*Para. 41.*—On the first warnings of scarcity to communicate to Agents or Managers of Railways likely to be concerned, information as to the probable nature and duration of the apprehended scarcity.

*(Period of observation and test).*

*Para. 44.*—To open test works, in anticipation of sanction, if necessary, reporting his action for confirmation.

*Para. 45.*—To forward to the Local Government for orders the Assistant Commissioner's report under paragraph 45 regarding the opening of test works.

*Para. 50.*—To telegraph to the Local Government when the test works begin to attract workers in considerable numbers.

*Para. 54.*—If it is apprehended that unusual stress for the supply of food grains or fodder is likely to be thrown on the Railway administration, to arrange for the convening of a meeting of the Civil and Railway officers concerned to discuss its probable nature and extent, and the measures by which any demands likely to be made on the railway can best be met.

*Para. 60.*—To open Relief Works in urgent cases, reporting his action by telegram to the Chief Commissioner.

*(Appendix M).*

*Para. 55.*—To close test works when the attendance shows that there is no necessity for their continuance.

*Para. 63.*—To exercise general control over all relief operations.

To provide funds necessary to carry out all relief measures not under the control of the Public Works Department.

To decide in consultation with the Executive Engineer, and the Assistant Commissioner, in what order public works shall be opened.

To transfer within his division medical subordinates employed on relief operations, notifying such transfers to the Chief Medical Officer.

*Para. 78.*—To decide, in communication with the Executive Engineer and the Assistant Commissioner, in what order the Public Works on the programme shall be undertaken by the Public Works Department.

*Para. 104 (c).*—To authorise allowance for dependants being paid to all comers if delay occurs in starting work, or if owing to unexpected influx of workers or insufficiency of staff, a work becomes disorganised, and to report any such action immediately to Local Government.

*Para. 115 (b).*—To prescribe the intervals at which payment of wages shall be made at the village works.

*Para. 139 (b).*—To sanction the opening of poor-houses, and to keep the Chief Commissioner informed as to how far this form of relief is used.

*Para. 162.*—To sanction the removal of orphans from the district.

*Para. 185.*—To forward the monthly statement of mortality received from the Civil Surgeon to the Chief Medical Officer.

*Para. 200.*—To submit in Form L-I a detailed Famine Budget, in consultation with the Assistant Commissioners, the Civil Surgeon, the District Superintendent of Police and the Executive Engineer.

*Para. 202.*—To distribute at his discretion sums sufficient to meet the requirements of the affected districts, keeping a portion of his assignment as a divisional reserve to meet unforeseen demands.

To communicate to Assistant Commissioners and to the Comptroller, India Treasuries, the amount allotted for each district.

*Para. 203.*—To make further allotment out of his divisional reserve to the Assistant Commissioners, and if that is exhausted, to authorise expenditure in anticipation of further assignments from the Local Government, and then apply for extra grant.

*Para. 204.*—To report to the Chief Commissioner cases of urgent expenditure not previously sanctioned, or in excess of allotment incurred under the authority of the Assistant Commissioners.

*Para. 205.*—To make any alterations deemed necessary in any estimate of expenditure submitted to him under paragraph 200 or 203—the

*(Appendix M).*

estimate as finally passed to be countersigned by him and returned to the Assistant Commissioner.

*Para. 206.*—To maintain registers in Forms L-VI (A & B) to enable him to keep a check over the assignments made to him by the Local Government against the amounts allotted by him to the districts of his division.

*Para. 225.*—To make appointments carrying a consolidated salary of more than Rs. 50 but less than Rs. 200 within the limits of the scale prescribed by the Local Government, and up to a limit of 25 per cent. in excess of that scale, reporting his action immediately to the Local Government.

*Para. 232.*—To dispose of any accounts objection which relates to an item of Rs. 100.

## ASSISTANT COMMISSIONER.

*(In ordinary times).*

*Para. 6.*—To make periodical reports to the Commissioner in regard to the state of the district.

To submit to the Commissioner the weekly weather and crop report on every Tuesday.

*Para. 8.*—When the prices of the staple food grains rise to about 40 per cent. above normal rates, to submit an explanation of the rise, with a brief report on the condition of the people and the state of the district.

The explanations should, when prospects seem serious, be briefly incorporated in the weekly weather and crop reports.

*Para. 11.*—To countersign the annual Famine programme of Public Works prepared by the Executive Engineer.

*Para. 17.*—To prepare yearly and submit to the Commissioner not later than the 15th March, in Form A-IV, a Programme of village works.

*Para. 27.*—To prepare yearly and submit to the Commissioner with his Programme of village works lists of all persons in the district who are likely to make efficient charge and circle officers.

*(When the rains fall).*

*Para. 34.*—To call for special crop reports from Sub-Divisional Officers in Form A-II on the first warnings of scarcity.

*Para. 35.*—To revise all preparations and pay special attention to the programmes of public and village works; also to encourage the land owners to undertake private works on the first symptoms of distress.

*Para. 36.*—To make arrangements for strengthening the staff, civil and sanitary, so that it may be ready when required.

*Para. 37.*—To organize the village inspection arrangements and staff, and see that the Girdawars and Patwaris are instructed in their famine duties.

*Para. 38.*—To organize non-official relief agency and private charity.

*(Appendix M).*

*Para. 39.*—To report what increased allotments are required under Acts XIX of 1883 and XII of 1884.

*Para. 40.*—To consider the application of the suspension and remission rules for land revenue and cesses.

*(Period of observation and test).*

*Para. 44.*—To open test works and poor-houses under the sanction of the Commissioner if the prices continue to rise towards famine pitch, there is an influx of beggars into towns and large villages, there is an increase of crime against property, or there is any wandering of people and their flocks.

To provide the officer in charge of every Police station with funds to relieve wanderers in distress.

*Para. 45.*—When it has been decided that test works and poor-houses should be opened, to submit to the Commissioner for the orders of the Chief Commissioner, a report giving the grounds of his belief that distress is imminent ; and to append to this report a statement, in Form A-V, showing the area and population likely to be affected, the relief which is likely to be required, the expenditure, the local sources from which such expenditure can be met, the preparations which have been made, and the additional staff (civil, departmental, and sanitary) which will be required.

*Para. 49.*—To reduce, with the sanction of the Commissioner, the wage on test works below the wage prescribed by this Code.

*Para 49.*—As a temporary measure, to give rations of cooked food in lieu of wages to women and children, if they flock to the works from adjacent villages in large numbers.

*Para. 50.*—To report to Commissioner, by telegram if necessary, when the test works begin to attract workers in considerable numbers.

*Para. 51.*—To put in motion the organization provided under paragraph 37, and, with the Commissioner's sanction, to arrange to prepare the preliminary lists of persons entitled to gratuitous relief at their homes in Form E-J.

To require the Ajmer Estate holders, when there is a serious failure of the harvests in their Estates, to report the number of persons likely to require gratuitous relief, and the arrangements which they propose to make for them.

*Para. 64.*—Subject to the control of the Commissioner, to exercise supervision over all works and arrangements for giving relief.

To provide and punctually distribute necessary funds to all Civil officers within his district.

*Para. 65.*—To pass orders in cases when the Civil staff and P. W. D. agencies appear to overlap.

*(Appendix M).*

*Para. 73.*—To submit to Commissioner, for transmission to the Local Government, a fortnightly progress statement in Form B.-I, the monthly statements and other statements and reports required by the Government of India and detailed in Appendix A.

*Para. 89 (a).*—To take steps to ensure the provision of a sufficient supply of food for all public works.

*Para. 100.*—To vary the standard task from time to time with the previous sanction of the Commissioner.

*Para. 111.*—To return the dependants to their villages and bring them on the gratuitous relief list if their number interferes with the discipline on the works, or is otherwise inconvenient.

*Para. 117.*—To draft workers from Public to Civil, or, with the consent of the managers, to Private Works, or *vice versa*.

*Para. 122.*—To publish the cost price of grain on the work, the price being reported to the Commissioner when the work opens, as well as any change in the prices that may occur while the work is in progress.

*Para. 137.*—To associate with himself committees of respectable residents of towns and cities appointed for the administration of gratuitous relief, through whom, as far as possible, the lists shall be prepared and the relief distributed.

*Para. 140.*—To appoint a committee of visitors to the poor-house from members of District or Municipal Boards or Local Relief Committees.

*Para. 146.*—To determine, with the sanction of the Commissioner, the number of poor-houses to be established in the district.

*Para. 147.*—To close poor-houses after reference to the Commissioner.

*Para. 153.*—To take care of the children who are found deserted in the district.

*Para. 160.*—To endeavour to find the parents of orphans brought into orphanages.

*Para. 161 (b).*—To make over orphans to their parents or relatives after due enquiry.

*Para. 164.*—To arrange for the purchase of products manufactured by weavers at market prices, and, if necessary, for the distribution of raw material by way of advances.

To dispose of such manufactured products to the best advantage, crediting the sale proceeds to Government, or, if relief has been dispensed from any charitable fund, to such fund.

*(Appendix M).*

*Para. 167.*—To arrange for the transfer of immigrants from Native States to their respective States, and to correspond direct with the Political Agent in the Native State concerned when dealing with the question of immigration.

*Para. 171 (a).*—To select, when necessary, from among the dealers of the locality, and appoint for each circle, one or more contractors for the supply of food.

*Para. 181 (4).*—To sanction, in times of scarcity, the issue of fodder out of the stock of Famine Insurance grass to the villagers by whom it was contributed.

*Para. 187.*—To arrange for the immediate despatch of a medical subordinate to the spot, in consultation with the Civil Surgeon, on the outbreak of epidemic disease.

*Para. 203.*—To submit a supplementary application for funds to Commissioner, together with an estimate of additional amount required, if his allotment be insufficient.

*Para. 204.*—To see that adequate relief is given, and to report immediately to the Commissioner, for the information of the Local Government, if he has incurred any urgent expenditure in excess of allotment.

*Para. 214.*—To see that, at the close of relief operations, no amount of permanent advance, originally distributed among the various officials, is outstanding, and to report the fact to the Comptroller, India Treasuries.

*Para. 225.*—To make appointments carrying a consolidated salary of not more than Rs. 50 within the limits of the scale laid down by the Local Government.

*Para. 232.*—To dispose of any accounts objection which relates to an item of expenditure of not more than Rs. 10.

## EXECUTIVE ENGINEER.

*(In ordinary times.)*

*Para. 11.*—To prepare, in consultation with the Assistant Commissioners, and submit to the Commissioner not later than the 15th March, the annual Programme of Public Works in Form A-III.

(The programme to be countersigned by the Assistant Commissioner.)

*Para. 28.*—To prepare yearly and submit with his Programme of Public Work lists of all persons in the district likely to make efficient Work Agents.

*Para. 32.*—To inspect the reserve stock of tools and plant yearly, and submit a complete stock-register, with the Programme of Public Works, to the Superintending Engineer.



*(Appendix M).**(Period of observation and test).*

*Para. 36.*—On the first warning of scarcity, to make arrangements for strengthening the departmental staff so that it may be ready when required.

*(Declaration of distress and commencement of relief).*

*Para. 48.*—To manage test works under the control of the Assistant Commissioner.

*Para. 67 (a).*—To conduct all Departmental relief operations in accordance with the rules of the Famine Code and the Public Works Department Codes, and supplementary orders issued by the Local Government or other competent authority.

*Para. 68.*—To give not less than a week's notice to the Assistant Commissioner of the dates on which a relief work will be ready for the admission of labourers, and on which it will probably be completed, and of the arrangements that he proposes for the future employment of labourers.

To give immediate notice to the Assistant Commissioner of any sickness or other occurrence which renders it advisable to stop admissions to any work, and to keep him informed, from week to week at latest, of the condition of the work, the number of labourers on it, and the number which can be admitted to it.

*Para. 101.*—To decide what the class of soil is or other local conditions of the task, and to adjust the task accordingly.

*Para. 200.*—To submit the Departmental Budget in detail to the Superintending Engineer through the Commissioner.

*Para. 225.*—To make appointments carrying a consolidated salary of not more than Rs. 50 within limits of the scale laid down by the Local Government.

*Para. 232.*—To dispose of all account objections relating to items of expenditure of not more than Rs. 10 where he himself is the immediate disbursing officer, and to items of not more than Rs. 100 otherwise.

## CHIEF MEDICAL OFFICER.

*Para. 182.*—To require District Medical Officers to submit, in Form K-I, special monthly reports on matters noted in clauses (1) to (4) of paragraph 182, and to submit a monthly abstract of these reports to the Local Government.

*Para. 183.*—To issue special instructions for the hospital treatment and diet of famine patients, as soon as the existence of scarcity or famine is communicated to him by the Local Government.

To see that medical arrangements for famine relief are duly made, and himself personally inspect and supervise them as far as possible. To

*(Appendix M).*

report to the Local Government the need for any increase to the medical staff in any district, with his proposals to meet it.

*Para. 184.*—As soon as it appears that any tract is likely to be affected by famine, to draw the special attention of his subordinates to questions regarding the water supply, the food supply, conservancy, the disposal of corpses, the measures to be adopted on the occurrence of epidemic disease, and all other matters affecting the public health.

*Para. 185.*—To inform the Chief Commissioner if from the monthly mortuary returns or other sources he is led to suspect the existence or imminence of famine in a district.

*Para. 186.*—To submit to the Local Government an abstract of fortnightly reports received from the Civil Surgeon, with his own opinion thereon.

*Para. 227 (c).*—To notify promptly to the Comptroller, India Treasuries, the postings of medical subordinates.

#### MEDICAL OFFICER ON A RELIEF WORK.

*Para. 193.*—To attend on the sick and maintain order and discipline in hospital, and to attend to the points mentioned in clauses (1) to (6) of paragraph 193.

*Para. 194.*—To be responsible for all expenditure and supplies, except medical stores, in the hospitals at relief works.

#### CIVIL SURGEON.

*Para. 30.*—To prepare yearly and submit to the Chief Medical Officer, not later than the 15th March, lists of all persons likely to be efficient members of the sanitary establishment in times of famine.

*Para. 144.*—To lay down the scale of food in the poor-house hospital, with the sanction of the Assistant Commissioner.

*Para. 185.*—To submit to the Commissioner, through the Assistant Commissioner, a monthly statement of the figures of vital statistics.

*Para. 186.*—To submit fortnightly reports regarding the public health in Ajmer-Merwara to the Chief Medical Officer.

To submit a weekly report in Form K-II to the Chief Medical Officer as soon as poor-houses have been opened.

*Para. 189.*—To deal with misconduct on the part of medical subordinates on the permanent establishment.

*Para. 190.*—To be responsible for proper sanitary and medical provision for the sick in poor-houses, kitchens and on relief works. To personally supervise and direct the medical subordinates in their professional duties and to scrutinize their accounts.

*Para. 191.*—To submit reports on points (a), (c) and (d) of paragraph 191 and observe instructions in (b) and (e).

*(Appendix M).*

## DISTRICT SUPERINTENDENT OF POLICE.

*Para. 172.*—To organize a system of patrols for the lanes and bye-ways of towns and villages, and for temporary rest-houses or serais on trunk and district roads, in order to conduct starving wanderers to the nearest relief work, poor-house, police station, or out-post, or if they are unable to go so far, to the headman of the nearest village, and to make arrangements to provide such wanderers with food in transit.

To submit periodical reports to the District Magistrate on the points mentioned in clauses (1) to (6) of paragraph 172 (c).

*Para. 173.*—To take extra precautions for the protection of markets and all places where grain is stored, and to place special patrols on lines of communication along which grain is carried.

*Para. 174.*—To report from time to time to the Magistrate of the District what increase (if any) in the force under his command is needed.

*Para. 179.*—To make special police arrangements at all large relief works and police centres.

## TAHSILDAR.

*(In ordinary times).*

*Para. 4.*—To report immediately to the Assistant Commissioner the occurrence of all calamities affecting the crops, as also the outbreak of any sickness or epidemic and mortality among men or cattle.

To submit to the Assistant Commissioner every Monday the weekly weather and crop report.

To submit the weekly and fortnightly returns of prices current.

*Para. 17.*—To prepare, in Form A-VI, lists of village schemes (to be included in the programme of village works) for the revenue circles under the Tahsil, and to submit them to the Assistant Commissioner by the end of August each year.

*Para. 34.*—To prepare special crop report in Form A-II when required by the Assistant Commissioner.

*Para. 171 (c).*—To indent on the contractor appointed to furnish food supplies at a Relief Work, noting the amount and kind of grain required, the place and date of delivery and any other necessary information.

## REVENUE EXTRA ASSISTANT COMMISSIONER.

*Para. 5.*—To prepare weekly a general statement of rainfall from the returns received from the various Police Stations, and submit it to the Commissioner, and a copy to each Assistant Commissioner.

*Para. 34.*—To carefully check the special crop reports prepared by the Sub-Divisional Officers on the first warnings of scarcity.

## SUB-DIVISIONAL OFFICER.

*Para. 69.*—To supervise operations of circle officers, patwaris, and

*(Appendix M).*

all other subordinate officials and persons connected with the administration of relief otherwise than on public works.

*Para. 70.*—To regularly inspect public works within his sub-division when so authorised, and either submit an inspection report in Form C-IX to the Assistant Commissioner, through the Executive Engineer, or record his remarks in an inspection book, which shall be kept on every work by the Officer in charge, or adopt both methods.

To send copies of the remarks recorded in the inspection book to the Assistant Commissioner, through the Executive Engineer.

To issue orders himself to the Officer in charge, to meet abuses of a serious and urgent character, reporting his action at once, through the Executive Engineer, to the Assistant Commissioner.

*Para. 90.*—To compile an abstract in Form C-VII of all the progress returns for the whole district, and send one copy to the Assistant Commissioner and one to the Executive Engineer.

To prepare from Form C-VII a further abstract in Form C-VIII, and immediately forward it to the Superintending Engineer, sending a copy to the Commissioner.

## OFFICER IN CHARGE.

*Para. 83.*—To be responsible for the general conduct of the work and for the organization of the people.

To pay special attention to the matters noted in clauses (1) to (17) of paragraph 83.

*Para. 89 (b).*—To see to matters noted in clauses (i) to (v) of paragraph 89 (b).

To report to the Assistant Commissioner when prices current are, or are likely to become, excessive.

*Para. 90.*—To submit for each work a progress return in Form C-V, for each week ending Saturday night, to the Sub-Divisional Officer.

*Para. 91.*—To submit to the Assistant Commissioner a weekly report in Form C-VI regarding points noted in clauses (a) to (i) of paragraph 91, and send a copy to Executive Engineer through the Sub-Divisional Officer.

*Para. 108 (a).*—To satisfy himself before admitting dependants to relief in famine districts that they are both unable to work and really depend on a worker on the work.

*Para. 122.*—To inform the Assistant Commissioner when the published price at which wages are paid does not correspond with actual prices.

*(Appendix M).*

## GIRDAWAR.

*In ordinary times.*

*Para. 2.*—To complete the checking of the Patwaris' crop statements for the Rabi and Kharif harvests by March 1st and November 1st yearly.

*Para. 3.*—To check and transmit the Patwaris' regular or special reports to the Tahsildar, through the Head Girdawar.

## CIRCLE OFFICER.

*Para. 59.*—To carefully check preliminary gratuitous relief lists in the manner prescribed in paragraph 130.

*Para. 75.*—To submit the reports and observe the points mentioned in clauses (1) to (10) of paragraph 75.

## PATWARI.

*(In ordinary times).*

*Para. 2.*—To report to the Girdawar the condition of the crops of the circle and that of the cattle, also any emigration noticed and the occurrence of any calamity, such as hail, locusts, fire, the breaching of any tank, or the outbreak of any disease among men or cattle.

To prepare the crop statements for the Rabi and Kharif harvests.

*(Period of observation and test).*

*Para. 51.*—To prepare lists of persons entitled to gratuitous relief at their homes in Form E-I., in consultation with the Lambardars and the Village Committees (if any), and under the supervision of Girdawars.

*(Period of distress and grant of relief).*

*Para. 138.*—To give a starving wanderer coming to the village under his charge such food as may be necessary, and to send him to the nearest poor-house, relief work, or police station, as soon as he is fit to travel.

## PERSONS UNDERTAKING PRIVATE WORKS.

*Para. 113.*—To submit to the Assistant Commissioner weekly a return in Form D-I showing the number of persons on the works classified in the prescribed way.

## MANAGERS OF PRIVATE ORPHANAGES.

*Para. 160.*—To maintain a register giving full particulars regarding the children brought into the orphanage during the course of a famine, and copies of the register to be forwarded monthly to the Assistant Commissioner.

*(Appendix M).*

## POLICE.

*Para. 178.*—To see that persons found dead by the roadside are properly buried or burnt by the village authorities.

## SUB-DIVISIONAL MAGISTRATE, KEKRI.

*Para. 3.*—To submit to the Assistant Commissioner, Ajmer, the information on points mentioned in paragraph 2 for the Istimrari Estates other than those under the Court of Wards.

*Para. 4.*—To compile for the Kekri Sub-Division the weekly weather and crop report, and to submit it to the Assistant Commissioner, Ajmer.

*Para. 17.*—To prepare in Form A-VI lists of village schemes (to be included in the programme of Village Works) for the Kekri Circle, and to submit them to the Assistant Commissioner, Ajmer, by the end of August each year.

*Para. 34.*—To prepare in Form A-II special crop reports on the first warnings of scarcity, when required by the Assistant Commissioner, Ajmer.

## GENERAL MANAGER, COURT OF WARDS.

*Para. 3.*—To furnish prompt information to the Assistant Commissioner, Ajmer, on points mentioned in paragraph 2 for the Estates under the Court of Wards.

*Para. 4.*—To supply to the Assistant Commissioner, Ajmer, information relating to the weekly weather and crop report for the Estates under management.

OFFICIALS IN CHARGE OF VILLAGE WORKS, POOR-HOUSES, AND  
STATE KITCHENS.

*Para. 220.*—To keep a stock-register in Form L-V of all furniture, tools and plant for the entry therein of all purchases made from time to time.

## FAMINE INSPECTING OFFICERS (GAZETTED RANK).

*Para. 71.*—In addition to the duties generally or specially prescribed for them, to regularly inspect Public Works, and either to submit inspection reports in form C-IX to the Executive Engineer, or to record their remarks and orders in the Inspection book, or adopt both methods.

*Para. 72.*—To pay special attention to the “ganging” and tasking of weakly persons, and to the verification of the earnings of all workers.

*Para. 226.*—To see that the number of appointments on a famine relief duty carrying a salary of less than Rs. 10 is not excessive.

*Para. 235.*—To see that cash balances are not excessive.

*(Appendix N).***APPENDIX N.***List of Reports and Returns prescribed in the Code and Appendices.***I.—LOCAL GOVERNMENT.***(a).—In ordinary times*

1. To submit to the Government of India a weekly telegraphic "season and crops" report (Appendix A-I).
2. To submit to the Government of India copies of all "season and crops" reports published in the Local Gazette (Appendix A-V).
3. To submit to the Government of India a report when it is desired to include a railway project in the programme of relief works (Para. 25).
4. To submit an annual abstract of relief works programmes in Form F to the Government of India, not later than the 1st June in each year (Appendix A-VI).

*(b).—When famine is impending.*

1. When agricultural prospects become serious to submit a preliminary report regarding the economic condition of the affected tracts, indicating the probable intensity and duration of distress, and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure. A fresh report is required for all new districts which are subsequently affected (Appendix A-VII).
2. To warn the Government of India in the weekly telegraphic "season and crops" reports of the first indication of a probable failure of the harvests or of scarcity (Appendix A-IX).
3. To warn the Government of India, in the weekly telegraphic reports, when the opening of test works becomes necessary (Appendix A-IX).
4. When test works have been opened, to report, in the weekly telegram, the districts in which they are situated and the number of persons attending them (Appendix A-IX).
5. To submit to the Government of India such proposals for increase to the staff as are beyond its competence to sanction, or to report when such staff is employed in anticipation of sanction (Para. 46).
6. To inform the Chief Medical Officer of the additional medical and sanitary staff which is likely to be required (Para. 47).

*(c).—After the declaration of distress.*

1. When relief has begun, to submit weekly to the Government of India a famine telegram stating the number of persons on relief, &c., &c. (Appendix A-X to XIV).
2. To submit details in Form E by districts of the figures reported in the famine telegram (Appendix A-XV).
3. To submit to the Government of India a monthly report in Forms A, B and C (Appendix A-XVI to XX).
4. To submit with the first monthly report a statement in Form D giving area and population affected, and a forecast of expenditure and a revised statement when necessary (Appendix A-XXIX)

*(Appendix N).*

5. To report to the Government of India the reasons for utilizing a railway project as a relief work (Para. 25—II).

6. If the railway or any part of it is accepted by the Government of India as admissible in the programme of relief works, to submit to the Government of India the alignment after the necessary reconnaissances or surveys have been made (Para. 25—III).

7. If, after the inclusion of the project in the programme, it is desired to utilize the railway as a relief work, to submit a report to the Government of India setting forth the reasons for the commencement of the work (Para. 25—V).

8. When a railway has been so utilized, to submit monthly and quarterly "narrative progress reports," &c. (Para. 25—VI).

9. To move the Government of India, if necessary, to reduce the rates for the conveyance of grain and fodder by railway [Para. 170 (b)].

10. To report to the Government of India when a rest-day allowance is given in circumstances not authorized by the Code (Para. 107).

*(d).—Special Reports.*

1. To report to the Government of India the extent to which suspensions or remissions of land revenue are likely to affect the estimates of land revenue receipts (Appendix A-XXI).

2. If provincial funds are likely to prove insufficient, to report to the Government of India the extent to which Imperial aid is likely to be required (Appendix A-XXI).

3. To report to the Government of India, the extent to which the provincial staff requires to be increased by drafts from Imperial Departments or otherwise (Appendix A-XXI).

4. To report to the Government of India immediately by telegram any disturbance in the nature of grain riot (Appendix A-XXII).

5. To report to the Government of India any unusual or considerable immigration on account of distress from and to Native States (Appendix A-XXIII).

6. On the conclusion of a period of famine to submit to the Government of India review of famine relief operations (Appendix A-XXIV and XXV).

7. To submit to the Government of India copies of all important reports and orders (Appendix A-XXVI).

**II.—SECRETARY TO THE CHIEF COMMISSIONER IN THE P. W. D.**

To intimate to the Commissioner the orders passed by him on the Public Works Famine Budget Estimate (Para. 201).

**III.—FAMINE COMMISSIONER.**

To submit such reports and returns to the Local Government as may be prescribed (Para. 62).

**IV.—COMMISSIONER.***(a).—In ordinary times.*

1. To submit to the Chief Commissioner every Tuesday the usual weekly season report in Form A.-I (Para. 7).



*(Appendix N).*

2. To submit reports to the Chief Commissioner on all matters of importance regarding agricultural prospects and conditions (Para. 7).

3. To submit to the Chief Commissioner the programme of Public Works so as to reach that officer not later than the 15th May (Para. 16).

4. To forward an abstract in Form A-IV of the Divisional programme of village works to the Local Government on the 15th May in each year (Para. 24).

5. To forward to the Chief Medical Officer for Rajputana the monthly mortuary return received from the Civil Surgeon (Para. 185).

*(b).—When famine is impending.*

1. To communicate to Railway Administrations likely to be concerned the probable extent and duration of the apprehended scarcity (Para. 41).

2. To report for the confirmation of the Chief Commissioner his action in ordering the opening of test works in anticipation of sanction (Para. 44).

3. To report to the Local Government by telegram when test works begin to draw large numbers (Para. 50).

4. To submit a detailed famine budget in Form L-I (Para. 200).

*(c).—After the declaration of distress.*

1. To report by telegram to the Local Government when Relief Works are opened in anticipation of orders (Para. 60).

2. To notify to the Chief Medical Officer transfers of medical subordinates employed on relief operations (Para. 63).

3. To report immediately to the Local Government, if, owing to the disorganization of a work, or other reason, he directs the allowances for dependants to be given to all comers (Para. 104).

4. To keep the Chief Commissioner informed as to how far the Poor-House relief is used (Para. 139).

5. To report for the information of the Local Government if any assistance has been given to private trade by making recoverable advances to grain merchants (Para. 170).

6. To submit to the Local Government a detailed Famine Budget, and to apply for a further assignment of funds when his reserve is exhausted (Paras. 200 and 203).

7. To communicate to the Comptroller, India Treasuries, the amount allotted to each district and to intimate any supplementary allotments made (Para. 202).

8. To report to the Local Government when sanction is given to an establishment in excess of the general scale laid down by the Local Government (Para. 225).

9. To report to the Chief Commissioner if the prescribed Task is altered (Appendix C-37).

10. If the allotment for aided works is insufficient, to report the matter to the Local Government for extra grant (Appendix D-6).

11. To keep the Chief Commissioner informed of the extent to which kitchen relief is used (Appendix G-4).

*(Appendix N).*

## V.—ASSISTANT COMMISSIONER.

*(a).—In ordinary times.*

1. To make periodic reports to the Commissioner in regard to the state of his district [Para. 6 (b)].
2. To submit to the Commissioner a weekly crop and weather report [Para. 6 (c)].
3. To submit to the Commissioner for the information of the Local Government, an explanation when prices of staple food grains rise to scarcity rates (Para. 8).
4. To submit to the Commissioner not later than the 15th March in each year a programme of village works in Form A-IV (Para. 17).
5. To forward to the Executive Engineer, Ajmer Provincial Division, lists of village schemes received from the subordinate Revenue officers (Para. 17).
6. To submit with the programme of village works lists of all persons in the districts who are likely to make efficient charge and circle officers (Para. 27).

*(b).—When famine is impending.*

1. To report what increased allotments are required under the Agriculturists' and the Land Improvement Loans Acts (Para. 39).
2. When he has decided to open test works, to submit a report to the Commissioner, for the order of the Chief Commissioner, giving the grounds of his belief that distress is imminent, and an account of the economic condition of the affected tract (Para. 45).
3. To report by telegram, if necessary, to the Commissioner when test works begin to attract workers in large numbers (Para. 50).
4. To report in the weekly weather and crop report the number of persons attending Test Works so long as these works remain in progress (Para. 52).
5. To submit in Form L-I an Estimate of Expenditure (Para. 200).

*(c).—After declaration of distress.*

1. To submit to the Commissioner, for transmission to the Local Government, a fortnightly progress statement in Form B-I, the monthly statements and the other statements and reports required by the Government of India and detailed in Appendix A (Para. 73).
2. To report to the Commissioner the price basis when the work opens, as well as any change in the prices that may occur while the work is in progress (Para. 122).
3. To report in Form H-II when it is proposed to send an orphan to a public institution (Appendix H 3).
4. To submit to the Commissioner an estimate of expenditure in Form L-I, as well as a supplementary estimate when the allotment is found to be insufficient (Paras. 200 and 203).
5. To report to the Local Government, through the Commissioner, the fact that he has incurred expenditure in anticipation of sanction expenditure which he considers necessary for the saving of life (Para. 204).

*(Appendix N).*

6. To report to the Commissioner if the allotment for aided works is insufficient (Appendix D. 6).

7. To send an acknowledgment for the whole amount of permanent advance drawn by him to the Comptroller, India Treasuries (Para. 209).

8. To submit to the Commissioner for transmission to the Comptroller, India Treasuries, a detailed bill of all the amounts drawn from the treasury during the previous month (Para. 213).

9. When permanent advances have been refunded after the close of relief operations to report the fact to the Comptroller, India Treasuries (Para. 214).

## VI.—DISTRICT SUPERINTENDENT OF POLICE.

1. To submit periodical reports to the District Magistrate on certain matters (Para. 172).

2. To report from time to time, to the Magistrate of the District, what increase (if any) in the force under his command is needed (Para. 174).

3. To report the figures of vital statistics for the urban area every week to the Civil Surgeon (Para. 185).

4. To submit weekly to the Assistant Commissioner an abstract, in Form E-VI, of casual relief by the police (Appendix E-18).

## VII.—SUPERINTENDING ENGINEER.

1. To submit to the Local Government weekly statements showing the numbers relieved on public works, the expenditure and incidence of cost (Para. 66).

2. To report to the Local Government if he sanctions an establishment in excess of the general scale (Para. 225).

3. When the Assistant Commissioner estimates that there are likely to be more than 40,000 persons on the public works for a period of not less than three months, to apply to the Local Administration for the services of the officers of the Royal Engineers or the Indian Army (Appendix C-5).

## VIII.—EXECUTIVE ENGINEER.

*(a).—In ordinary times.*

1. To submit to the Commissioner not later than the 15th March a programme of public works in Form A-III (Para. 11).

2. To submit to the Superintending Engineer his recommendations on the lists of village schemes (Para. 17).

3. To submit revised lists of village schemes to the Local Administration by the 30th December each year (Para. 17).

4. To submit with the programme of public works a list of all persons in the district likely to make efficient Work Agents (Para. 28).

5. To submit to the Superintending Engineer, with the programme of public works, a complete register of reserve stock (Para. 32).

*(Appendix N).**(b).—After declaration of distress.*

1. To give a week's notice to the Assistant Commissioner of the date on which a relief work will be ready for admission of labourers, &c. (Para. 68).
2. To give immediate notice to the Assistant Commissioner of any sickness, &c., which renders it advisable to stop admissions, and to inform him from week to week of the condition of the work, &c. (Para. 68).
3. To submit Departmental Budget in detail (Para. 200).
4. To submit indents for funds to the Examiner of P. W. Accounts (Appendix C-9).
5. In case of fraud or carelessness reported by the Sub-Divisional Officer, to report after issue of orders to Superintending Engineer (Appendix C-52).
6. To furnish to the Sub-Divisional Officer a return of any payments made in the Divisional Office during the week (Form C-V).
7. To make an inspection report when practicable and submit it to the Superintending Engineer (Form C-IX).

## VIII. (a)—P. W. D. Sub-DIVISIONAL OFFICER.

1. To forward a weekly progress return in Form C-VII for the district to the Assistant Commissioner and to the Executive Engineer (Para. 90 and Appendix C-39).
2. To forward weekly to the Superintending Engineer a report in Form C-VIII, sending a copy to the Commissioner (Para. 90 and Appendix C-39).
3. To submit his inspection reports and those of other officers to the Executive Engineer (Form C-IX).
4. In case of fraud or carelessness on the part of the charge officer to submit a full report to Executive Engineer and inform Assistant Commissioner of action taken (Appendix C-52).

## IX.—CHIEF MEDICAL OFFICER.

1. In times of scarcity to submit an abstract of the reports of district medical officers in Form K-I (Para. 182).
2. To report to the Local Government the need for any increase to the medical staff in any district, with his proposals to meet it (Para. 183).
3. To inform the Chief Commissioner if from the monthly mortality returns or other sources he is led to suspect the existence or imminence of famine in the district (Para. 185).
4. To submit an abstract of the fortnightly reports of the Civil Surgeon with his opinion on them to the Local Government (Para. 186).
5. To notify promptly to the Comptroller, India Treasuries, the postings of medical subordinates [Para. 22 (c)].

## X.—CIVIL SURGEON OR DISTRICT MEDICAL OFFICER.

*(a).—In ordinary times.*

1. To submit yearly to the Chief Medical Officer, not later than 15th March, lists of all persons likely to be efficient members of the sanitary establishment in times of famine (Para. 30).

*(Appendix N).*

2. To submit a monthly statement of mortality in the district to the Commissioner through the Assistant Commissioner (Para. 185).

*(b).—In times of scarcity.*

1. To submit to the Chief Medical Officer special monthly reports in Form K-I, sending copies to the Assistant Commissioner (Paras. 182 and 191).

2. When poor-houses have been opened, to submit weekly returns in Form K-II, to the Chief Medical Officer, sending copies to the Assistant Commissioner (Paras. 186 and 191).

3. To submit fortnightly reports regarding the health of both districts to the Chief Medical Officer, sending copies to the Assistant Commissioner (Paras. 186 and 191).

4. To report to the Chief Medical Officer cases of misconduct on the part of medical subordinates; also inform that officer of the action taken by him if persons temporarily entertained have been fined or suspended by him, or have been summarily dismissed with the sanction of the Assistant Commissioner (Para. 189).

5. To report to the Assistant Commissioner any marked increase in the mortality, cases of deaths from starvation or illness due to insufficient food (Para. 191).

6. To report to the Assistant Commissioner or Executive Engineer all matters relating to the health of the workers, or the welfare of the sick (Para. 191).

7. To report the occurrence of epidemic on works by wire to the Chief Medical Officer (Appendix C-29).

**XI.—OFFICERS IN CHARGE OF PUBLIC WORKS.**

1. To report immediately to the Executive Engineer and the Assistant Commissioner the out-break of epidemic disease and the adoption of necessary measures of segregation and treatment, pending the receipt of orders (Para. 83).

2. To submit prompt report of accidents and any unusual incident on the charge (Para. 83).

3. To report to the Assistant Commissioner when the prices current on a work are, or are likely to become, excessive (Para. 89).

4. To submit every week a progress return in Form C-V to the Sub-Divisional Officer (Para. 90 and Appendix C-39).

5. To submit a weekly report in Form C-VI to the Assistant Commissioner, sending a copy to the Executive Engineer (Para. 91 and Appendix C-39).

6. To send a nominal roll of men, women and children with each draft despatched by him (Para. 118).

7. To inform receiving officer before despatching a draft of more than 300 persons (Para. 118).

8. To inform the Assistant Commissioner when the published price at which wages are paid does not correspond with actual prices (Para. 122).

9. To submit a daily card showing total expenditure and balance in Form C-X to the Sub-Divisional Officer, and, if required, to the Assistant Commissioner and the Executive Engineer (Appendix C-44).

10. To submit weekly for audit purposes the weekly voucher for wages and connected papers (Appendix C-46).

*(Appendix N).*

## XII.—REVENUE EXTRA ASSISTANT COMMISSIONER.

To compile from the rainfall returns a weekly general statement and submit it direct to the Commissioner, sending a copy to each Assistant Commissioner (Para. 5).

## XIII.—SUB-DIVISIONAL MAGISTRATE AT KEKRI.

*(a).—In ordinary times.*

1. To submit reports periodically to the Assistant Commissioner on matters affecting the economic condition of his circle (Para. 3).
2. To submit to the Assistant Commissioner every Monday a report for the preceding week, giving information for weekly weather and crop report (Para. 4).
3. To prepare lists of village schemes for his circle in Form A-VI, and submit them by the end of August each year to the Assistant Commissioner (Para. 17).

*(b).—When famine is impending.*

To submit, when called upon, special crop reports in Form A-II (Para. 34).

## XIV.—TAHSILDAR.

*(a).—In ordinary times.*

1. To report immediately to the Assistant Commissioner the occurrence of all calamities affecting the crop, as also the outbreak of any sickness, epidemic, or mortality among men or cattle (Para. 4).
2. To submit to the Assistant Commissioner every Monday a report for the preceding week, giving information for the weekly weather and crop report (Para. 4).
3. To submit the prescribed weekly and fortnightly returns of prices current (Para. 4).
4. To prepare lists of village schemes in Form A-VI, and submit them by the end of August each year to the Assistant Commissioner (Para. 17).

*(b).—When famine is impending.*

To submit when called upon special crop reports in Form A-II (Para. 34).

## XV.—SUB-DIVISIONAL RELIEF OFFICER.

1. To submit inspection reports of public works to the Assistant Commissioner through the Executive Engineer, or forward copies of his remarks in the inspection book (Para. 70).
2. To forward abstracts of village relief in Forms E-III. and E-V. to the Assistant Commissioner (Appendix E-13 and 15).
3. To submit to the Assistant Commissioner the weekly returns in Form F-VI. and G-IV. received from Superintendents of Poor-houses and Civil Kitchens (Appendix F-39 and G-25).
4. To submit to the Assistant Commissioner returns in Form H-III, together with a consolidated return for orphanages (Appendix H-4).
5. To forward to the Assistant Commissioner a consolidated return in Form I-III for weaver relief (Form I-III).

*(Appendix N).***XVI.—CIRCLE OFFICER.**

1. To forward weekly abstracts of the lists of persons entitled to gratuitous relief to the Sub-Divisional Officer (Para. 75).
2. To report immediately to the Sub-Divisional Officer the occurrence of any unusual sickness among men or cattle in any village (Para. 75).
3. To submit weekly or more frequently, if required, to the Assistant Commissioner special reports on the work available, condition of the people, etc. (Para. 75).
4. To submit to the Assistant Commissioner a weekly return D-I. for unaided private works (Appendix D-3).
5. To report from time to time to what class the workers on village works belong (Appendix D-5).
6. To submit to the Assistant Commissioner a weekly return D-I. for aided private works, sending copy to the Sub-Divisional Officer (Appendix D-8).
7. To submit to the Assistant Commissioner a weekly return in Form D-I. of civil works in his circle, and a copy to the Sub-Divisional Officer, giving details of expenditure (Appendix D-10).
8. To submit to the Assistant Commissioner a labour return in Form D-I. for his circle and the abstract in Form D-VI. to the Sub-Divisional Officer (Appendix D-15).
9. To submit to the Assistant Commissioner a weekly return of gratuitous village relief and abstracts in Forms E-III. and E-V. to the Sub-Divisional Officer (Para. 75 and Appendix E-10).
10. To submit for submission to the Assistant Commissioner a circle return of the number of persons relieved in kitchens on the last day of the week (Appendix G-25).
11. To submit every Sunday a weekly return in Form G-IV to the Tahsildar, who will forward it to the Assistant Commissioner (Appendix G-25).

**XVII.—PATWARI.***(a).—In ordinary times.*

To report periodically on matters affecting the economic condition of his circle (Para. 2).

*(b).—In times of scarcity.*

To submit every week to the circle officer in duplicate abstracts of village gratuitous relief in Forms E-III and E-V (Appendix E-8 and 15).

**XVIII.—CHAIRMAN OF MUNICIPALITY.**

To report the figures of vital statistics for the urban area every week to the Civil Surgeon (Para. 185).

**XIX.—SECRETARY, CANTONMENT COMMITTEE.**

To report the figures of vital statistics for the Cantonment every week to the Civil Surgeon (Para. 185).

*(Appendix N).***XX.—AJMER ESTATE HOLDERS,***When famine is impending.*

To report the number of persons likely to require gratuitous relief and the arrangements which they propose to make for them (Para. 51).

**XXI.—MANAGER, COURT OF WARDS.**

1. To submit reports periodically to the Assistant Commissioner, on matters affecting the economic condition of the Estates under his management (Para. 3).

2. To submit to the Assistant Commissioner every Monday a report for the preceding week, giving information for the weekly weather and crop report (Para. 4).

**XXII.—SPECIAL FAMINE OFFICERS.**

To submit inspection reports of Public Works to the Executive Engineer (Para. 71).

To forward the inspection report in original or copy, and a copy of his orders or remarks in the inspection book, to the Assistant Commissioner, as well as to the Executive Engineer, if so directed by the Assistant Commissioner or desired by the Inspecting Officer (Para. 71).

**XXIII.—OFFICERS OF THE ROYAL ENGINEERS OR THE INDIAN ARMY.**

To submit inspection reports, diaries, etc. (Appendix C-5).

**XXIV.—MANAGER OF CIVIL WORKS.***(a).—Non-official.*

To furnish a return with details of expenditure in Form D-I each week to the Circle Officer (Appendix D-10).

*(b).—Official.*

To furnish the Circle Officer a labour return in Form D-I and a return similar to Abstract D-III (Appendix D-15).

**XXV.—MANAGER OF PRIVATE WORKS.**

To furnish a weekly return in Form D-I to the Assistant Commissioner and the Circle Officer (Para. 113 and Appendix D-3 and 8).

**XXVI.—SUPERINTENDENT OF POOR-HOUSE.**

1. To submit to the Assistant Commissioner every week a return of the number of persons relieved on the last day of the week (Appendix F-39)

2. To submit to the Sub-Divisional Officer a weekly return in Form F-VI (Appendix F-39).

3. To submit to the Assistant Commissioner a daily return in Form F-IX (Appendix F).



*(Appendix N).***XXVII.—SUPERINTENDENT OF CIVIL KITCHEN.**

1. To report the number of dependants of each class present at each meal to the Officer in charge every evening (Appendix G-10).
2. To submit his account for recoupment to the Tahsildar through the Girdawar on the last day of each week (Appendix G-22).
3. To forward to the Girdawar every week a return of the number of persons relieved on the last day of the week (Appendix G-25).

**XXVIII.—MEDICAL OFFICER ON A RELIEF WORK.**

To report to the Officer in charge any cases in which lighter tasking or special treatment is necessary (Para. 193).

**XXIX.—MEDICAL OFFICER OF POOR-HOUSE.**

1. To furnish to the Superintendent a daily return showing numbers of sick in hospital, admissions, discharges, and deaths; also the number of rations required (Appendix F-17).
2. To report to the Superintendent if the work is too severe, and to the Superintendent or Civil Relief Officer any insufficiency or badness of food (Appendix F-17).

**XXX.—MANAGER OF STATE ORPHANAGE.**

1. To submit to the Sub-Divisional Officer a weekly return in Form II-III. (Appendix H-4).
2. To forward copies of notes recorded in inspection book to the Assistant Commissioner (Appendix II-5).

**XXXI.—MANAGER OF PRIVATE ORPHANAGE.**

To forward to the Assistant Commissioner monthly a copy of the register of children admitted (Para. 160).

**XXXII.—OFFICER IN CHARGE OF WEAVER RELIEF.**

To submit to the Sub-Divisional Officer a weekly return in Form I-III (Form I-III).

**XXXIII.—POLICE OFFICERS.**

To report weekly to the District Superintendent of Police the names of persons relieved under paragraph 44 of the Code and the cost of relief (Appendix E-17).

**XXXIV.—VILLAGE WORKS INSPECTOR.**

To report from time to time to what class the workers on village works belong (Appendix D-5).

~~~~~

